Qwizdom®

Actionpoint

User Guide

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1 Introduction

This is a user guide for the ***Qwizdom Actionpoint***. This guide provides information and tips on using ***Qwizdom Actionpoint***.

If you need assistance, please contact *Technical Support*.

Website	www.qwizdom.com
Tech Support	(253) 770-1285
Email	support@qwizdom.com
Support Hours	6 a.m. to 4:30 p.m. PST
Address	Qwizdom, Inc. 12617 Meridian East Puyallup, WA 98373

2 Getting Started

Contents of Remote Set

Q2RF, Q4RF, Q6RF, or Q5RF Remotes*
1 RF Host
1 Q5RF Instructor Remote or 1 Q7RF Instructor Tablet*
1 USB Cable
1 Charger (Q5RF Instructor Remote)*
1 Multi-charger (Q5RF Remotes)*
1 Screwdriver
AA Batteries (Q4RF &Q6RF) or AAA Batteries (Q2RF)*
1 Remote Carrying Case
1 Quick Reference Guide
1 Software; *Qwizdom Connect*

**Remote types and accessories based on actual order. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

2.1 Notice

Notices of Compliance for Qwizdom's RF Response Devices

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide

reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Caution: Changes or modifications to Qwizdom's RF hardware that are not expressly approved by Qwizdom could void the user's authority to operate the equipment.

CE0981①

This product is designed for the 2.4 Ghz WLAN network throughout the EC region and Switzerland with restrictions in France.

2.2 Installing Qwizdom Actionpoint

System Requirements

Windows XP, Vista, and later
Microsoft PowerPoint 2003 or later (registered version)
Microsoft Excel 2003 or later (registered version)
Microsoft .NET Framework 2.0 (included in installer)
Intel Pentium 233-MHZ or faster processor (*Pentium* lll recommended)
256MB of RAM
200MB of free space
CD-ROM drive
Open USB Port

Installing Qwizdom Actionpoint

Microsoft PowerPoint 2003 (or later) must be installed before installing *Qwizdom Actionpoint*.

1. Insert the *Qwizdom Actionpoint disc* into the CD-ROM drive. The *Qwizdom Actionpoint* wizard will appear.
2. Click *Next*. The *Select Installation Folder* section appears.
3. You have the option to select the location of where you would like the *Qwizdom Actionpoint* or use the default location.
4. Click *Next* to begin the installation. This will take a few moments.
5. Once the installation is complete, click *Close* and restart your computer.

2.3 Hardware Setup

1. **Q2 Remotes**-place two AAA batteries and insert the screw (optional) into the back of the remote.
2. **Q4 Remotes**-place two AA batteries and insert the screw (optional) into the back of the remote.
3. **Q5 Remotes**-plug the Q5RF participant and instructor remotes into the multi-charger and/or single charger for 24 hours
   before first use.
5. **Q6 Remotes**-place two AA batteries and insert the screw (optional) into the back of the remote.
6. **Q7 Presenter Tablet**-the tablet needs to be charged a full 24 hours for the first time or after a long period of inactivity. The pen may take slightly longer to fully charge. Generally, the tablet will only need to be charged about 6 hours to be fully charged after the initial charge. To charge the pen and tablet, place the pen into the pen tray located at the top of the Q7RF Tablet. Using the USB cable, plug the tablet into the computer. The battery icon will be full when the tablet is fully charged.

If your computer goes into power saving mode, the charging of the Q7RF Tablet may be interrupted.

Installing the HID (Black) Host

**This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

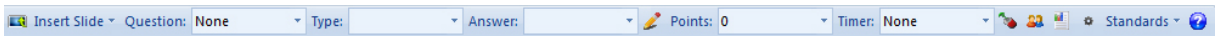
1. The HID Host is located in the back compartment of the Q7RF Tablet or in the front pocket if remote bag.
2. Plug the HID Host into an open USB port on the computer.
3. The computer will automatically detect and configure the new hardware device.

Installing the RF (Red) Host

The USB Drivers are located in the Qwizdom Connect installer and should auto-install if it detects the RF Host. Plug the USB cable into the RF Host and then plug the other end of the USB cable into an open USB port before installing Qwizdom Connect. If drivers do not automatically install, see ***Installing USB Drivers*** to manually install USB Drivers.

3 Chapter 1

3.1 Actionpoint Overview



From left to right:

Present button -presentation setup
Insert Slide-creates a new slide
Question -displays slide type
Type-number of choices (applicable depending on question type)
Answer-correct answer or *None* for survey
Advanced Options-send text questions to Q6RF remotes during a presentation or set advanced grading/answer options
Points-number of points awarded for correct response
Timer-allows slide to be viewed in presentation for time that is set
Configuration Settings button-remote setup
Participants button-creates, modifies, imports participant lists
Reports button-uploads saved presentation results to generate reports
Settings button-additional options for Actionpoint
Standards-add standards to an activity
About button-displays software version number and user guide

3.2 Slides

Multiple Choice

1. Click the

Insert Slide drop-down menu.
2. Select *Multiple Choice* and the number of answer choices. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and

using templates and styles are optional.
4. Click the *Answer* drop-down menu and select the correct answer.
5. Click the *Advanced Options* button to view advanced grading options and/or to send question text to Q6RF remotes, while in presentation mode. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
7. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Multiple choice answers are limited to a maximum of 15 characters. If you would like to display answer choices on Q6RF LCD screens longer than 15 characters, uncheck the Send Answer Choices to Remotes option. Then enter in your question and answer choices into the Send Question Text to Remotes field, keeping in mind that there is a 102 character limit.

Yes/No & True/False Slides

1. Click the

Insert Slide drop-down menu.
2. Select the type of slide you want to create. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. The *Question* field will indicate the slide format.
5. Select the answer from the drop-down menu.
6. (Optional) Click the *Advanced Options* button to send question text to Q6RF remotes, while in presentation mode. Questions can have a maximum of 102 characters, including punctuation and spacing.Click *OK* when finished.
7. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
8. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Numeric

1. Click the

Insert Slide drop-down menu.
2. Select *Numeric*. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.

4. Click the *Advanced Options* button. This brings up the *Question Properties* window.
5. Enter the answer/s and point value.
   - ***Send Question Text to Remotes***-check to send question text to Q6RF remotes. Questions can have a maximum of 102 characters, including punctuation and spacing.
   - ***Numeric -*** Select *Numeric* to add in standard numeric answer/s. (Optional)Enter in multiple answers and point values to give students partial credit. (Optional) Check the *Convert fractions to numbers* box to allow both fraction and decimal answers to be counted as correct. If this box is unchecked only the answer that is typed into the above field will be counted as correct.
   - ***Numeric Range -*** Select *Numeric Range* to add an answer for rounding, number set, algebraic and other problems with a varying answer range.
   - ***Require Precision-*** sets a place value to which answer/s need to be rounded.
6. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Sequence

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select *Sequence* and the number of answer choices. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
5. Click the *Advanced Options* button. This brings up the *Question Properties* window.
5. (Optional) Check the *Send Question Text to Remotes* box to send question text to Q6RF remotes. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. Enter in answer and point value.
7. (Optional) Check the *Give 1 Point for every item in the correct position box*, to apply partial grading.
8. Click *OK* when finished.
9. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Multiple Mark

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select *Multiple Mark* and the number of answer choices. The template appears on

the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. Click in the Answer field and type in correct answer. Press *Enter* when finished.
5. (Optional) Click the *Advanced Options* button to send question text to Q6RF remotes, while in presentation mode or to set partial grading. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
7. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Rating Scale

1. Click the

Insert Slide drop-down menu.
2. Select *Rating Scale* and select the type of rating scale. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. Click in the *Answer* field and type in correct answer. Press *Enter* when finished.
5. (Optional) Click the *Advanced Options* button to send question text to Q6RF remotes, while in presentation mode. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
7. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Short Text Response (For Q5RF and Q6RF remotes only)

1. Click the

Insert Slide drop-down menu.
2. Select *Text Input*. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. Click in the *Answer* field and type in correct answer. Press *Enter* when finished.
5. (Optional) Click the *Advanced Options* button to send question text to Q6RF remotes, while in presentation mode. Questions can have a maximum of 102

characters, including punctuation and spacing.

6. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
7. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Text Response, Text Edit, and Equation (For Q6RF remotes only)

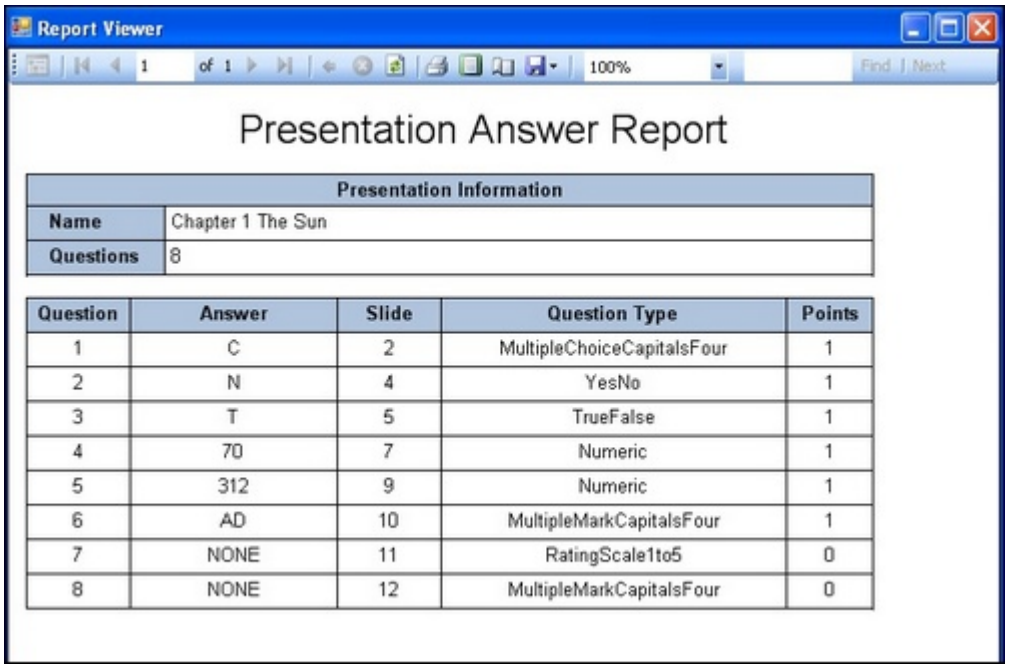
1. Click the

Insert Slide drop-down menu.
2. Select the type of slide you want to create. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
5. (Optional) Click the *Advanced Options* button to enter answer, send question text to Q6RF remotes while in presentation mode, and set partial grading options. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

3.2.1 Print Presentation

The *Print Presentation* feature allows you to view a question summary report of an *Actionpoint* presentation.

1. Open a presentation.
2. Click on *Print Presentation*.
3. The *Presentation Answer Report* appears and will display the name of the presentation, number of questions, question number with the question type, answer, actual slide number, and point value.



Presentation Answer Report

Presentation Information	
Name	Chapter 1 The Sun
Questions	8

Question	Answer	Slide	Question Type	Points
1	C	2	MultipleChoiceCapitalsFour	1
2	N	4	YesNo	1
3	T	5	TrueFalse	1
4	70	7	Numeric	1
5	312	9	Numeric	1
6	AD	10	MultipleMarkCapitalsFour	1
7	NONE	11	RatingScale1to5	0
8	NONE	12	MultipleMarkCapitalsFour	0

4. The presentation report can be saved as a *.CSV* or *.PDF*.

4 Chapter 2

4.1 Participants

Creating a Participant List

1. Click the *Participant* button. The *Participant* wizard will appear.
2. Select *Create New Participant List*.
3. Enter a name for the class and click *Next*.
4. In the *Template Selection*, select the template you would like to use (optional).

Remote ID is a default column within the templates. You do not need to create a field for the Remote IDs, otherwise you will have two *Remote ID* columns. Templates are commonly used fields to allow you to customize a participant list you create or an existing one. You can also use the predefined templates that are available.

5. Select a template (optional) and click *Next*.
6. Select the different fields you would like to use and click *Next*. If you do not see a field you would like in the participant list, you can create a customized field and add it to your template.
7. Click *Next*. The participant template will appear.
8. Fill in the fields and click on *Finish*. The *Save As* window will open.
9. Click *Save* and the participant list will save as a *.QPL* file.

Importing a .CSV (Comma Separated Values) File

You can import a *.CSV* class and convert it into a ***Qwizdom*** participant list (*.QPL*).

If you have a class list in *Microsoft Excel*® you would like to import, save them as *.CSV* files.

1. Click the *Participant* button. The *Participant* wizard will appear.
2. Select *Import from a .CSV file.*
3. Click *Browse*. The *Open* window will appear.
4. Search for the *.CSV* file you want to import.
5. Select the *.CSV* file and click *Open*. The name of the class file will appear in the *Name* field.
6. Click *Next*. You will be taken to *Template Selection*.
7. Select a template (optional) and click *Next*. If you are importing a class list from *Qwizdom Actionpoint*, you will need to select a template and click *Next*. You will be taken to the *Import from CSV* window.

When importing the participant's gender, the code for the gender should be either *M* or *True* for male and *F* or *False* for females

8. Match the fields on the left to the fields on the right. If you don't know what the field is, select *None*. Templates are commonly used fields to allow you to customize a participant list you create or an existing one. You can also use the predefined ones that are available.
9. If the information on the left are headers, check the *First Record is Header* box; otherwise leave it unchecked. For example, if the imported information on the left shows column headers such as *Last Name, First Name, Remote ID*, etc., those are headers so you would check the *First Record is Header* box. If the information on the left shows the actual name, Remote ID, etc., uncheck *First Record is Header* because those are not headers.
10. Click *Next* when all the fields have been matched. You will be taken to *Group Selection*.
11. Click *Next*. The class list will appear.
12. Click *Finish* and the *Save As* window will appear.
13. Type in the class name and click on *Save*. The *.CSV* class will save as a *.QPL* file (*Qwizdom Participant List*).
14. Click *Save*. The participant list will be available for you to select when you go into presentation mode.

Creating an Anonymous List

Before using an anonymous list, be sure you have the correct estimated number of remotes set within the *Configurations Settings* window. For example, if you create an anonymous list with a hundred participants but only have eighty as the estimated number of remotes, then not all remotes will register.

1. Open a *PowerPoint*® presentation (that has been properly formatted with the

Qwizdom Actionpoint toolbar).

2. Click the *Present* button. The *Presentation Setup* window will appear.
3. Click the *Participant List* drop-down list and select *Anonymous*.
4. Enter in the number of participants. The anonymous list has been created.

In *Configuration Settings*, check to make sure the estimated maximum number of remotes reflects the number of the participants (or higher). *e.g If you have 32 participants but 24 as the estimated maximum number of remotes, then only 24 remotes will be allowed.*

5. Click *OK* to begin presentation.

Editing an Existing Participant List

1. Click the *Participant* button. The *Participant* wizard will appear.
2. Select *Browse and Modify Existing List*.
3. Click *Browse*. The *Open* window will appear.
4. Search for the participant list you want to edit.
5. Select it and click *Open*. The name of the participant list will appear in the *Name* field.
6. Click *Next*. You will be taken to *Participant Field Selection*. You may add new fields or remove existing fields. If you do not want to change anything, skip to the next step.
7. Click *Next*. You will be taken to *Group Selection*. You may add new groups or remove existing groups. If you do not want to change anything, skip to the next step.
8. Click *Next*. The participant list will appear.

You can renumber the remotes according to the order of any column you choose by going to *Options* (in the *Participant Wizard* window) and selecting *Autonumber Remotes*.

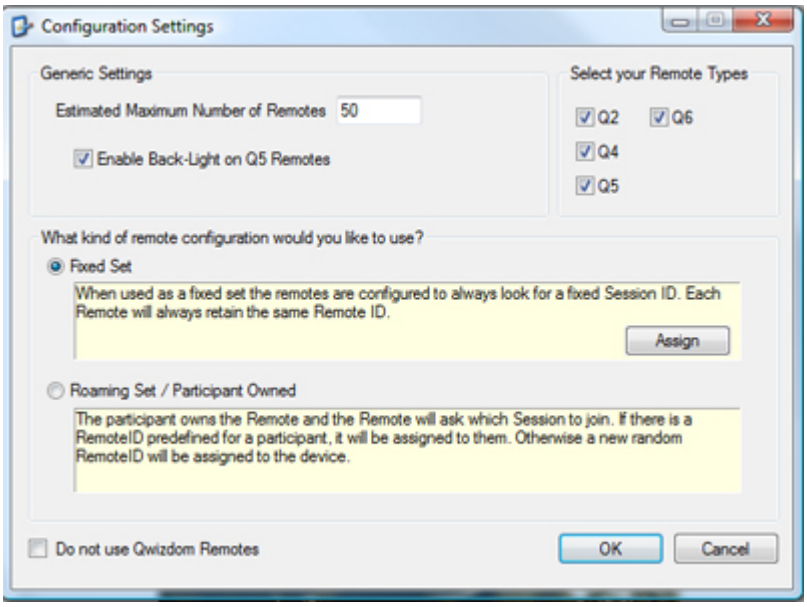
9. Make the necessary changes and click *Finish* when done. The *Save As* window will appear.
10. Enter the name of the class and click *Save*.

5 Chapter 3

5.1 RF Remote Setup

Follow the steps below to set up remotes. Be sure the RF host* is properly installed before proceeding.

v.938 host or higher is required for Qwizdom Connect. If the host is not v.938 host or higher, please contact Technical Support to update your hardware.


Configuration Settings
Generic Settings
Estimated Maximum Number of Remotes 50
Enable Back-Light on Q5 Remotes
Select your Remote Types
Q2
Q6
Q4
Q5
What kind of remote configuration would you like to use?
Fixed Set
When used as a fixed set the remotes are configured to always look for a fixed Session ID. Each Remote will always retain the same Remote ID.
Assign
Roaming Set / Participant Owned
The participant owns the Remote and the Remote will ask which Session to join. If there is a RemoteID predefined for a participant, it will be assigned to them. Otherwise a new random RemoteID will be assigned to the device.
Do not use Qwizdom Remotes
OK
Cancel

- ***Estimated Maximum Number of Remotes***-the number of remotes that will be in use for presentation. Class/group sizes vary, so it's best to enter the highest estimated amount of remotes rather than accommodating each class/group.
- ***Enable Backlight***-activates the back light on the Q5RF Participant and Q5RF Instructor Remotes.
- ***Fixed Set***-select this mode if you are K-12 or Corporate setting. *Fixed Set* is where the remotes are assigned with an internal number (assigning fixed numbers) where logging in by ID is not mandatory.
- ***Roaming Set or Participant Owned***-check this option if the participants own the remotes. This mode is best-suited for Higher Ed/University settings. Participants are required to either enter a Session ID or Participant ID to join a presentation.

1. Click the *Remotes* menu; or right-click the *Qwizdom Connect* tray icon, select *Preferences*, and then click *Remote Settings*. The *Configuration Settings* window appears.
2. Enter an estimated number of remotes that will be used.
3. Depending on the setting, select *Fixed Set* or *Roaming Set/Participant Owned*.
4. Click *OK*.

What is a Session ID?

When using RF Remotes for the first time, the remotes may ask for a Session ID. Each host has a unique six-digit Session ID. Session IDs "assign" the remote to the host, allowing the remote to only communicate with that specific host.

The Session IDs can be found:

- For both HID and RF Host, the Session ID can be found in the *Remote Assignments*

window, the *Login* tab in the *Presentation Setup* window, and the *Login* tab during a presentation in the ***Qwizdom Toolbar***.

- For the *HID (Black) Host*, click *Qwizdom Tools*, found in the lower right hand corner of the *Windows Taskbar* (next to the clock). The *Session ID* will be displayed at the top of the menu.
- For the RF (Red) Host, the Session ID can be found on the bottom of the device on a white sticker.

You can also create your own *Session ID* in the *Presentation Setup* window. Creating your own *Session ID* does not change the host's default *Session ID*. The *Session ID* must be unique because if there are other hosts in the same building, the remotes will become confused about the host with which they are to communicate.

Assigning Fixed Numbers

If *Fixed Set* mode was selected, then you would assigned fixed numbers to the remotes, if the participants will not be logging in by Participant ID. Assigning fixed numbers assigns the remote ID. (*e.g. remote #1, remote #2, etc.*). The file that contains the remote assignments is saved onto the computer, not the actual remote. You only have to assign fixed numbers once, unless you change computers or hosts.

1. Go to the *Remotes* menu. The *Configuration Settings* window appears.
2. Enter the estimated number of remotes that will be in use.
3. Select *Fixed Set*.
4. Click *Assign*. The *Remote Assignment* window will appear.
5. Click the *Host* drop-down menu and select the *COM* number (of the host) you will be using. The Session ID will automatically appear in the *Session ID* field.
6. Click *Start*.
7. Turn on the remotes and enter the Session ID. When the remotes communicate with the host, the number of the remote (with a remote image) will appear in the window. The Remote ID will also appear on the remote.
8. After all the remotes have been assigned, click *Stop*.
9. If you are not using multiple hosts, skip to *step 15*. If you are using multiple hosts, continue to *step 10*.
10. Click the *Host* drop-down menu and select the *COM* number of the other host you will be using.
11. The Session ID will automatically appear in the *Session ID* field.
12. Click *Start*.
13. Turn on the remotes and enter the Session ID. The remotes will be assigned to this host only.
14. When the remotes have been assigned fixed numbers, click *Stop*.
15. Click *OK* to save and exit the *Remote Assignment* window.
16. Click *OK* to save and exit the *Configuration Settings* window.

Changing Session IDs

If the RF remote displays *No Net*, *Not Found*, *Not Active*, or *Inactive*, it could be that the

Session ID is not correct.

- ***For Q2RF remotes:*** wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see *--S* on the display, it is prompting you for the Session ID. Enter it and press the *Join* key to confirm.
- ***For Q4RF remotes:*** press the *Menu* key, use the right arrow to scroll to *Sess. ID.,* and press the *Send* (double arrows) key to select the option. You will see the current Session ID and will be asked if you want to change the Session ID. Press *T* (*Yes*) to change. Enter the Session ID and press the *Send* key to send.
- ***For Q5RF remotes:*** wait for the remote to display *No Net*, *Not Active,* or *Not Found*. Press the *Menu* key and select *Enter Session ID*. Using the Send (double arrows) key or the circle key on the thumb pad, enter the Session ID and press the *Send* key.
- ***For Q6RF remotes:*** press the *Menu* key, scroll to *Enter Session ID,* press the (↵) *Menu Select* key, reenter the Session ID, and press the *Search Again* key.
- ***For Q7 Tablet:*** press the *Menu* key and use the *Scroll* button to scroll to *Enter Session ID*. Press the *Enter* key to select, use the *A* button to delete the Session ID and then reenter the Session ID. Press the *Enter* key to confirm.

5.2 Notice

FCC 15.19:

(3) All other devices shall bear the following statement in a conspicuous location on the device.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC 15.21:

The user's manual or instruction manual for an intentional or unintentional radiator shall caution the user that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. In cases where the manual is provided only in a form other than paper, such as on a computer disk or over the Internet, the information required by this section may be included in the manual in that alternative form, provided the user can reasonably be expected to have the capability to access information in that form.

FCC 15.105:

(b) For a Class B digital device or peripheral, the instructions furnished the user shall include the following or similar statement, placed in a prominent location in the text of the manual:

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-- Reorient or relocate the receiving antenna.
-- Increase the separation between the equipment and receiver.
-- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
-- Consult the dealer or an experienced radio/TV technician for help.

5.3 Q2RF

Participant Remote

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

1. E ink™ display-displays the remote's ID number when it is turned off; displays remote's ID number and battery icon when it is turned on.
2. Navigation arrows-to scroll through question numbers. Left arrow is also used as a backspace.
3. ***True/Yes, False/No*** keys-use to answer True/False and Yes/No questions.
4. ***Multiple Choice and Numeric*** keypad-answer multiple choice and numeric questions (with single digit answers).
5. ***Join*** key-press to turn remote on/off or confirm Session and/or User IDs.
6. ***Help*** key-press to request assistance or press to change Session ID when the remote cannot find the host.

Q2 Common Screen Displays

_ _ A : Enter Activity ID.
_ _ S : Enter Session ID.
_ _U : Enter User ID.

- - - : Remote cannot find host and will power down.
- - : Remote is searching for the host.
▬ : Battery icon indicates battery charge when remote is on.

5.4 Q4RF

Participant Remote

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

1. ***Send*** key-press to submit answer or select menu options.
2. ***Menu*** [power] key-press to view menu options (use the scroll keys to scroll through options and press Send key to select the option). Holding the *Menu* key for two seconds will turn the remote on/off. Turn off remotes if they are not in use. Remotes automatically turn off at the end of a *PowerPoint*® presentation. *Search*, *Sess. ID*, *User ID*, and *Exit* are options available in the Menu. When you're in presentation, the menu items are *Help*, *Login, User Id*, and *Exit*. To request help during presentation, press the *Menu* key, scroll to select *Help*, and press the *Send* key to select it.
3. ***Scroll*** keys-scroll through menu options, answer choices, or question numbers.
4. ***Clear*** [C] key-press to delete response or change answers if instructor has enabled the feature.
5. ***True/Yes*** and ***False/No*** keys--use to answer True/False and Yes/No questions.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Q4 Common Screen Displays

- ***Qwizdom:*** Remote has found the host and is ready for a question slide.

- ***Activity ID:*** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.
- ***Loading:*** An Answer Key is loading; may take a few moments.
- ***Push Key:*** Remote is idle. Press any key, (except *MENU*) to reactivate.
- ***Inactive:*** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, reenter Session ID by pressing *MENU*, scrolling right to "*Sess.ID*," and pressing *SEND*. When prompted, reenter the Session ID and press *SEND*.
- ***No Net:*** Remote cannot find the host. Reenter the Session ID. If "*No Net*" continues, enter User ID and Session ID.
- ***Denied:*** User denied due to incorrect User ID or a duplicate User ID. Reenter User ID. Press *MENU*, scroll to "*User ID*," press *SEND*, enter the User ID, and press *SEND* again.

5.5 Q5RF

Participant Remote

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

1. ***Send*** key-press to submit answer.
2. ***Clear*** [C] key-press to delete response or change an answer in a presentation (if option to change responses is allowed)
3. Thumb pad-press to navigate between letters when keying in answer, press the circle key in the middle to select a letter or to select menu options or to scroll through question numbers during answer keys (paper-based tests).

4. ***Question*** [?] key-signals help to instructor during presentation.
5. ***Menu*** key-displays menu options *Search Again*, *Enter Session ID*, and *Exit*. Use the thumb pad to scroll through the menu options and the *Send* key or circle key to select an option.
6. ***True/Yes*** and ***False/No*** keys-use to answer True/False and Yes/No questions.
7. Power switch-turns remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use.
8. Light switch-turns Backlight on/off.

Instructor Remote *(this is the instructor remote for Q4 and Q5 participant remotes)*

1. ***Send*** key-press to submit command.
2. ***C*** [Clear] key-press to clear names from the *Help Request* list.
3. Thumb pad-press right/left to navigate between slide sets, up/down for menu options, and "on-the-fly" question choices. Press the circle key (in the middle) to select an option, play *Microsoft PowerPoint*® animations, advance slides, exit the presentation, and show/hide correct responses on the response graph.
4. **?** [Help List**]** key-displays list of participants who requested help on the LCD screen.
5. ***Menu*** key-view menu options such as entering Session ID and search again for host.
6. ***True/Right*** and ***False/Wrong*** keys-not applicable using *Qwizdom Actionpoint.*
7. ***New Q*** [-] key-press to pose an "on-the-fly" question.
8. ***Pick*** [.] key-press to display/hide a random participant's name on the computer screen.
9. Private Graph [0] key-displays the results of the class responses as a graph on the LCD screen of the instructor's remote.
10. Public Graph [/] key-displays the results of the class responses as a graph on

the computer (projector, television screen, etc.) screen for everyone to view. Use the right/left controls on the thumb pad to scroll through the different graphs. Use the circle key (in middle of thumb pad) to show/hide correct responses.

11. ***Show*** [7] key-displays animations during game presentations.
12. ***Play*** [8] key-not applicable
13. ***Fn*** (Function) key-allows you to re-pose a question if you go back during to a previous slide during presentation-previous answers will be overwritten.
14. Power switch-turns remote on/off.
15. Light switch-turns Backlight on/off. The "*Enable Backlight"* box in the *Configuration Settings* window needs to be checked to turn on the Backlight feature.

Q5RF Common Screen Displays

- ***Qwizdom:*** Displays when slides are non-question types, such as lessons or information.
- ***Activity ID:*** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.
- ***Loading:*** An answer key is loading; may take a few moments.
- ***Push Key:*** Remote is idle. Press any key, (except *MENU*) to reactivate.
- ***Inactive:*** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, reenter Session ID by pressing *MENU*, scrolling right to "*Sess.ID*," reentering Session ID, and pressing *SEND*.
- ***No Net:*** Remote cannot find the host. Reenter the Session ID. If "*No Net*" continues, enter User ID and Session ID.
- ***Denied:*** User denied due to incorrect Session ID, User ID, or a duplicate User ID.
- ***Ready:*** Displays on the **instructor remote** is ready to use.

Last Key: Will appear on the **instructor's remote** showing the last key that was pressed.

5.6 Q6RF

Participant Remote

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

1. ***Menu/Power***-press and hold on to power remote on/off. Press to view menu options: *Help*, *Search*, *Sess. ID*, *User ID*, *Adjust Contrast*, and *Exit*.
2. ***Enter***-press to submit commands from LCD menu choices.
3. ***Directional Arrows***-press to navigate between menu options, answer choices, and questions.
4. ***Multi-function***-serves as multi-function for Send/Change.
5. ***Symbols***-select to enter fraction, punctuation, etc.
6. ***Delete***-press to delete the last character.
7. ***Q#***-displays the current question number.
8. ***Help Request***-indicates your requested help.
9. ***Battery Power***-displays battery charge.

10. ***ID#***-displays the remote ID number.
11. ***Right/Wrong Feedback***-displays check mark for correct answer, X for incorrect answer, and both check mark/X for response received.
12. ***Shift***-changes case options: *ABC/Abc/abc/123/Superscript/Subscript.*

Q6 Common Screen Displays

- ***Searching for Session ID:*** Remote is searching for the host.
- ***Ready:*** Remote has found the host and is ready for a question slide.
- ***Power Save Mode:*** Remote is idle. Click *RESUME*, to reactivate.
- ***Help:*** First available Menu option. With Help selected, press the menu select key ( ) to privately ask for help or scroll to "EXIT" and press ( ).
- ***Session ID Not Found:*** Remote cannot find the host. Reenter the "Session ID." Press *MENU*, scroll to "Enter Session ID," click( ), enter the Session ID, and press *SEARCH AGAIN*.
- ***Session ID Login Denied:*** User denied due to incorrect User ID, or a duplicate ID. Reenter User ID. Press *MENU*, scroll to "Enter User ID," click ( ) , reenter the User ID, and press *JOIN*.
- ***Enter User ID:*** Requesting a User ID number. "Require login by ID" option must be selected in *Presentation Setup* window to use this optional login method.
- ***Loading:*** Loading an Answer Key; may take a few moments.
- ***Enter Activity ID:*** Requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.

To send question text to Q6RF remotes click on the Advanced Options button and check the Send Question Text to Remotes box. This option can be set per questions slide if desired. See Slides for details.

5.7 Q7RF

Instructor Tablet

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The active area of the Q7RF Instructor Tablet acts as an absolute position mouse or standard mouse, controlling standard keyboard shortcuts such as:

- copy, paste, and delete
- navigating presentations

Qwizdom Connect-launches Qwizdom Connect

New Item-creates new slide, file, or document depending on application

Open-browse and open files

Open Website-opens computer default browser

File Browser-opens file browser window

Copy-copies selected object(s)

Paste-pastes copied object(s)

Delete-deletes selected object(s)

Media Control-plays and pauses presentations and multimedia files

Pick-picks random participants

Show Presentation-displays image or presentation

Help Requests-privately displays list of participants who requested help

Insert Slide-creates slides for presentation

Pose-poses question slide

Time tool-adds additional time to timer

Stop-stops the question being posed

Private Graph-displays private graph of responses on tablet

Public Graph-displays response graph to participants

LCD Backlight-turns backlight on or off

Pen tool-draws

Highlighter-highlights

Line tool-draws lines

Text tool-creates text

Insert Multimedia-inserts images, audio, and video files

Window Shade-hides portion of displayed screen

Laser Pointer-displays laser dot when using the Pen

Pointer-displays arrowhead when using the Pen

Mouse-operates pen with mouse functions

Keyboard tool-displays keyboard

Function tool-locks/unlocks functions for freehand ability

For *Numeric* question types

For *Multiple Choice* question types

For *Rating* question types

For *Yes/No* or *True/False* question types

Pen (for Q7RF Instructor Tablet)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The Pen is used as a mouse that can left-click, right-click, and double-click to execute commands and actions on the Q7RF Instructor Tablet.

USB Host (for Instructor Tablet)

**This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

The USB Host is used to collect data from the remotes and record into the Qwizdom software. This USB Host does not require driver installation.

5.7.1 Using the Q7RF Tablet

New Item-creates new slide, file, or document depending on application

Open-browse and open files

File Browser-opens file browser window

Copy-copies selected object(s)

Paste-pastes copied object(s)

Delete-deletes selected object(s)

Pose-poses question slide

Insert Slide-creates slides for presentation

Stop-stops the question being posed

Window Shade-hides portion of displayed screen

You must be in *Presentation Mode* to utilize the features on the Tablet.

Creating Slides

1. Press the *New Question* icon on the Tablet. A list of question types will appear on

the Tablet's LCD.

2. Use the *Scroll* button to navigate through the different question types.
3. Select one and press *Enter*.
4. Use the Pen to select or enter a correct answer using the answer choices, located at the bottom of the Tablet.
5. Draw or enter text and/or multimedia onto the slide.
6. Press the *Send* key to pose the question.

Window Shade

Window Shade hides (covers) what is being displayed on the computer screen (portion or all).

1. Press the *Window Shade* icon on the Tablet. A window shade will cover the computer screen.
2. Use the *Scroll* button to navigate through the different question types.
3. Select one and press *Enter*.
4. Use the Pen to select or enter a correct answer using the answer choices, located at the bottom of the Tablet.
5. Draw or enter text and/or multimedia onto the slide.
6. Press the *Send* key to pose the question.

5.7.2 Using the Pen

The Pen is used (with the Tablet) to write, draw, and control mouse movements.

Pen Tip-same as a mouse cursor.
Left-click button-same as double-clicking with left button on the mouse.
Right-click button-same as the right-click button on the mouse.

Pen Actions

- ***Press, Tap, Push Down with Pen Tip***-activates Tablet icons, similar to left-clicking with mouse.
- ***Double tap with Pen Tip***-is similar to double-clicking with mouse.
- ***Left-click***-activates Tablet icons, similar to double-clicking with mouse.
- ***Right-click***-similar to right-clicking with the mouse.

Sleep Mode

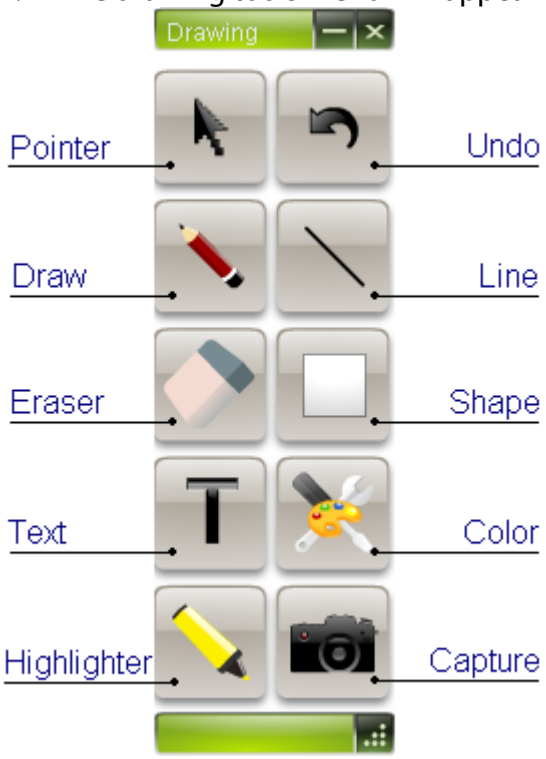
The Pen goes into sleep mode after a minute of inactivity. Touching the pen to the Q7RF Tablet surface or pressing the Left/Right buttons on the pen will reactivate it.

5.7.3 Drawing and Editing Tools

Drawing tools is set by default to activate when using the drawing tools on the Tablet, unless you are in *Qwizdom Connect*. When in *Qwizdom Connect*, the Tablet will use the default soft-key commands on the Tablet.

1. Press any one of the drawing tools on the Tablet with the Pen.

2. The drawing tools menu will appear on the computer screen.



- ***Select***: selects objects
- ***Undo***: removes last action
- ***Draw***: use to draw
- ***Line***: creates lines
- ***Erase***: erases selected objects
- ***Shape***: creates shapes
- ***Text***: adds a text box to create text (using the Keyboard feature on the Tablet)
- ***Color***: color palette
- ***Highlighter***: use to highlight objects on screen
- ***Capture***: use to take screen captures of current screen

Select Tool

Use to select drawing and text objects such as text boxes, shapes, lines, etc.

1. Click the *Pointer* to activate the selecting tool.

Undo

1. Click the *Undo* to undo the last action(s).

Drawing and Writing

1. Click the *Draw* tool.
2. Place the Pen Tip on the Tablet's surface to draw or write with the *Draw* tool.
3. Select another tool or press the *Pointer* to turn *Draw* tool off.

Drawing Lines

Draws straight lines with or without arrowheads.

1. Click the *Line* tool.
2. Place the Pen Tip onto the Tablet's surface to draw a line.
3. Select another tool or press the *Pointer* to turn *Line* tool off.

Eraser

1. Click the *Eraser* tool.
2. Select to erase a certain object , erase the selected area , or erase all objects .
2. Select another tool or press the *Pointer* to turn *Eraser* off.

Shapes

Creates basic shapes such as square, triangle, circle, and free form.

1. Click the *Shapes* tool.
2. Place the Pen Tip onto the Tablet's surface to create and add a shape.
3. Select another tool or press the *Pointer* to turn *Shapes* tool off.

Entering Text

The combination of the *Text Tool* and *Keyboard* allows you to create text without the use of

the Tablet's keyboard.

1. Click the *Text* tool.
2. Use the Pen to create a text box on the computer screen by touching the Pen Tip onto the Tablet surface and drawing out the text box.
3. Click the *Keyboard* icon on the Tablet to activate the keyboard region.
4. Use the Pen Tip to enter the text into the text box using the keyboard on the Tablet.
5. Click the *Pointer* to deactivate the keyboard region on the Tablet and click the *Pointer* to turn *Text* tool off.

Highlighting

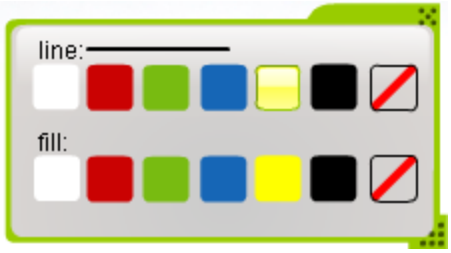
Highlighter Tool is used to highlight text and/or objects.

1. Click the *Highlighter*.
2. Place the Pen Tip onto the Tablet's surface to highlight text and/or objects.
3. Select another tool or press on the *Pointer* to turn *Highlighter* off.

Color Palette

Color palette is used to set the color of drawing objects that will be created.

1. Click the *Color Palette*.
2. Select the color that will be applied to the drawing object.



3. Click the *X* in the color palette to close the color palette.

Capture

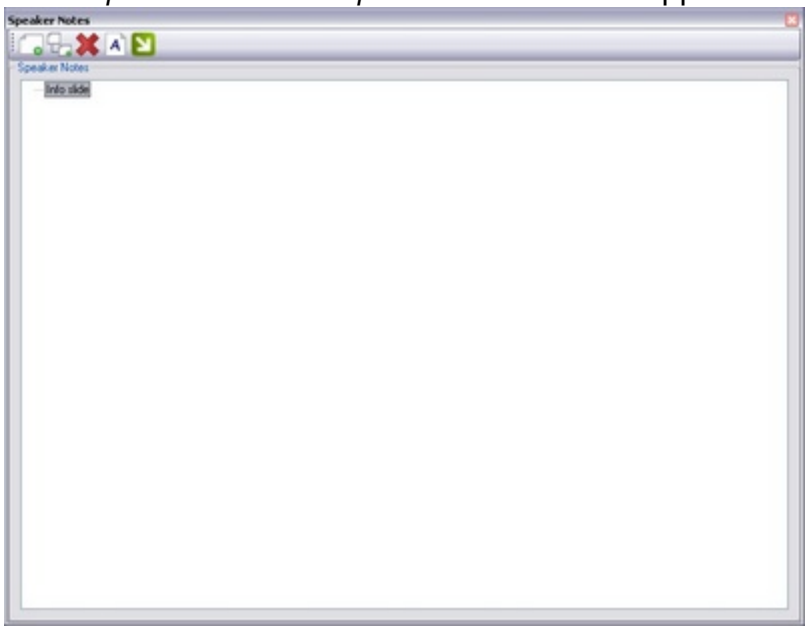
Takes a full-screen capture of the current screen.

1. Press the *Capture* icon on the Tablet.
2. The *Save As* window appears.
3. Enter the name for the screen capture and click *Save*.

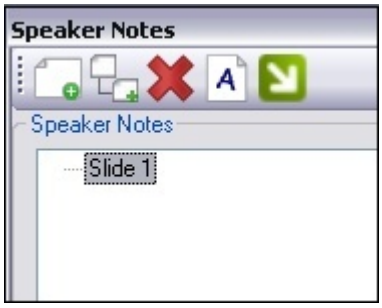
5.7.4 Speaker Notes

Speaker notes allow you to view notes on the Q7 Tablet while in presentation mode.

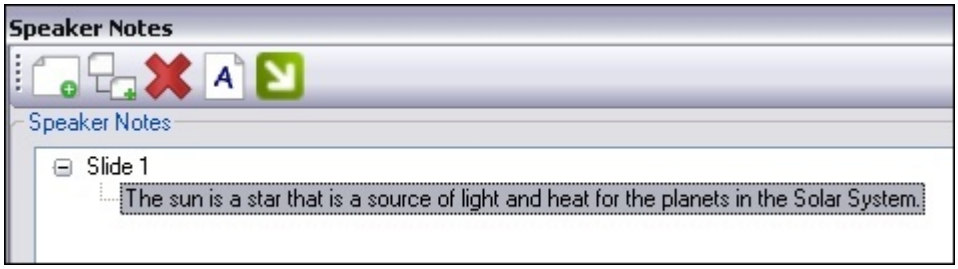
1. Select a slide to place speaker notes on.
2. Click *Settings*.
3. Select *Speaker Notes*. The *Speaker Notes* window appears.



4. Click *Insert at Root* . Root appears for you to enter text.
5. Enter text.



6. Click *Insert* to insert a subroot.
7. Enter text.



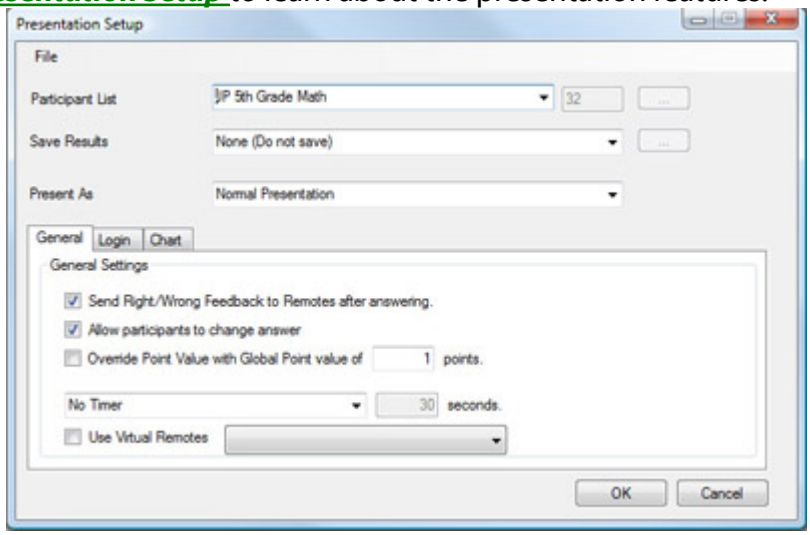
8. When finished, click close to save the information.

9. Click *Save* to save the changes.

6 Chapter 4

6.1 Presentation

Before presenting a *PowerPoint*® presentation using *Qwizdom* remotes, please see ***Presentation Setup*** to learn about the presentation features.



1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Select the options you would like available during presentation in the *General*, *Login*, and *Chart* tabs in the lower part of the *Presentation Setup* window.
6. Click *OK* to begin the presentation.

If you present using the *PowerPoint*® *Slide Show* options, *Qwizdom* remotes will not activate. You must present the slides by clicking on the *Present* button to use *Qwizdom* remotes.

7. Have the participants turn on their remotes.
8. Either the answer choices or a blank screen appears on the remote, depending on the question type.

Here are a few things you may execute during presentation:

- Display the response chart by pressing the / key
- Display the private graph by pressing the zero key
- Randomly call upon a participant by pressing the *Pick* key

See *Using Remotes in Presentation* for description and troubleshooting of all the remote LCD screen messages.

9. Go through the presentation until all the question slides are answered.
10. When you are unable to advance to the next slide, this means the presentation is done. Press the circle key in the thumb pad to stop the presentation (screen will go black) and press it again to exit back to *PowerPoint*®.

Using Multiple Hosts

Up to 3 hosts (with 999 remotes on each) can be used for presentation for Q2RF, Q4RF, and Q5RF.

If you have selected to use fixed set, be sure you have assigned fixed numbers for the remotes using all RF hosts.

1. Click the *Present* button. The *Presentation Setup* window will appear.
2. Click the *Login* tab.
3. Select the hosts you will be using by placing a check mark in each one of the boxes.
4. You can create your own Session ID in the *User Session* column or use the default Session ID.

If you use the default Session ID in the *Host Session* column, the *User Session* column must be blank.

5. Click *OK* to begin the presentation.
6. When the presentation appears, turn on the remotes.
7. If you assigned fixed numbers, the remotes will automatically log into the correct host, using the Session IDs used at that time.
8. Enter the appropriate Session IDs into the remotes (including instructor) if prompted to do so and press the *Send* key. Press the *C* (clear) key to delete if you accidentally mistype a number or see ***Remote Setup*** for more information.
9. Either the answer choices or a blank screen will appear on the remote, depending on the question type.

See *Using Remotes in Presentation* for description and troubleshooting of all the remote LCD screen messages.

6.1.1 Presentation Setup

There are many options you can apply to your presentation. Not all options will be applicable.

General tab:

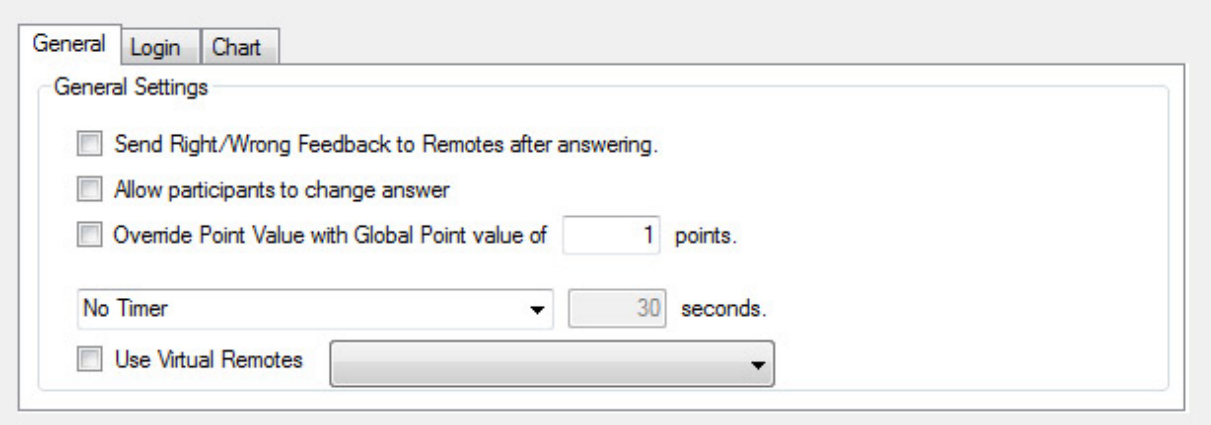
Send Right/Wrong Feedback to Remotes after answering--remotes will receive a *check mark* if answer is correct and an *X* if answer is incorrect. Remotes will receive both a *check mark* and *X* if feedback is turned off, to indicate that the response has been received.

Allow participants to change answer--allows participants to change their answer for the current question slide.

Override Points Value with Global Point value of --- points--enters the new amount of points that will be temporarily applied to the slide for that presentation.

Timer--you can select no timer, use the time set within the slides, or global timer by entering the number of seconds for all slides in the presentation.

Use Virtual Remotes--feature coming soon



Login tab:

Require Login by ID--remotes prompt participants to enter their Participant ID.

Show Login Screen--displays the login screen so the instructor can view the participants that are logging in.

Add & Allow Unregistered participants--participants will be added to the participant list by logging in with their Participant ID. This option must be checked when using an *Anonymous* list. For the *Anonymous* list, participants will only log in with the Session ID.

Deny Login After --- minutes--logins after the set amount of time will not be accepted.

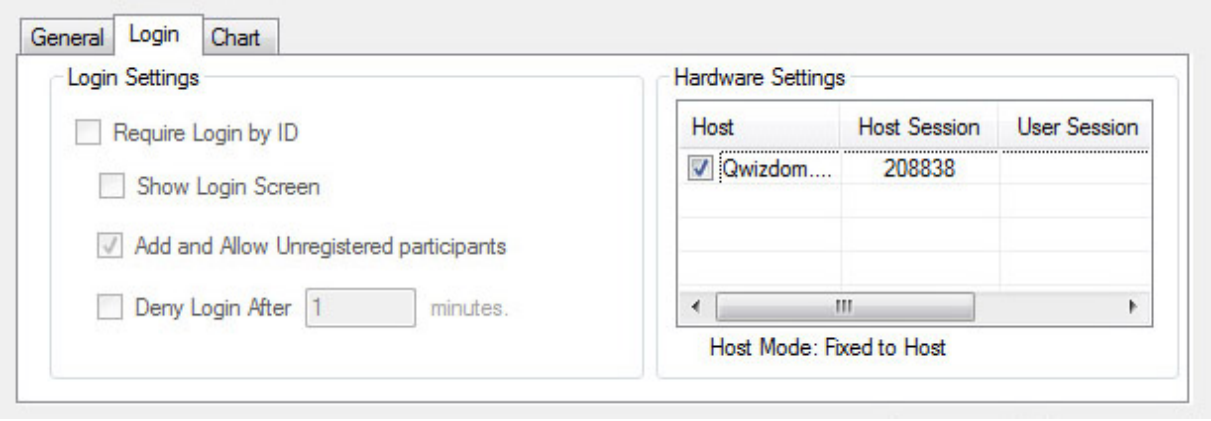
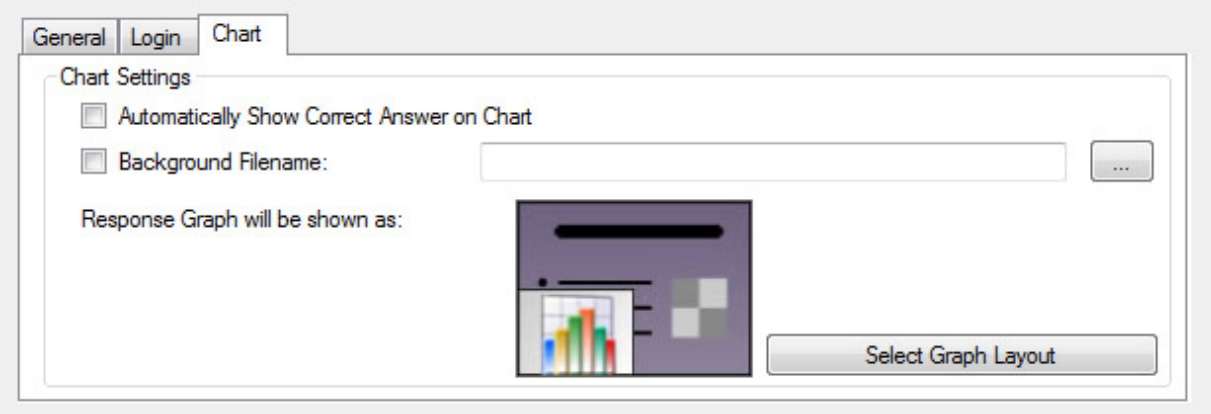


Chart tab:

Automatically Show Correct Answer on Chart--checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.

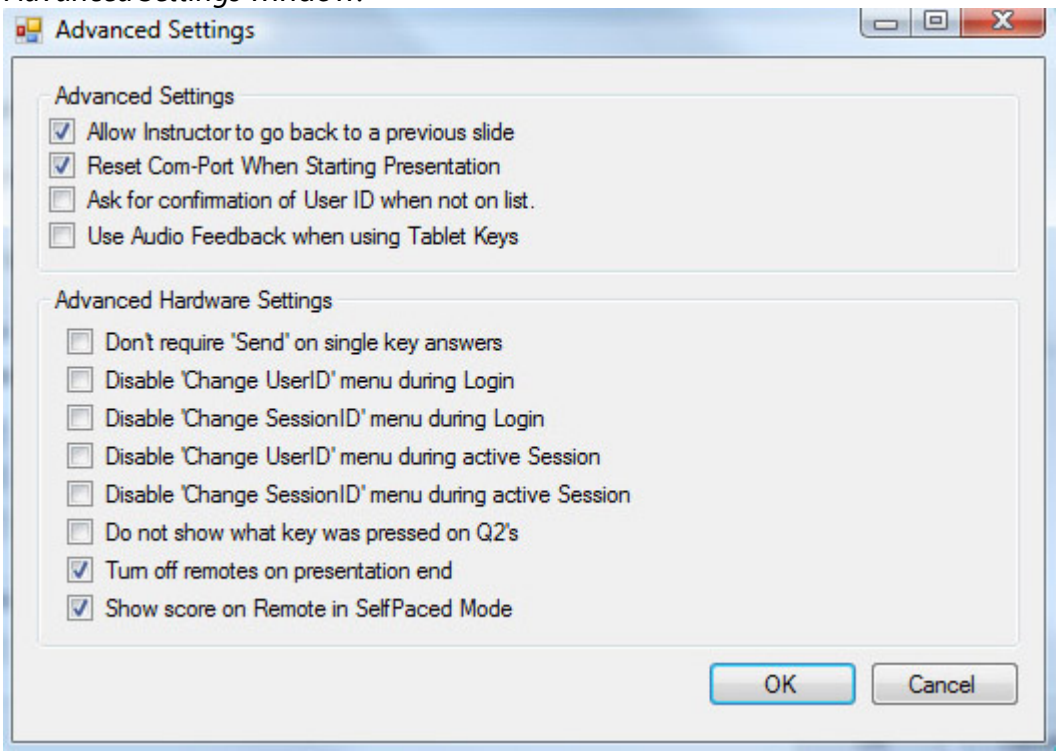
Background Filename--selecting this option will allow you to select an image to display as the response chart background.

Select Graph Layout--selects how the response chart will be displayed during presentation.



Advanced Settings

In the *Presentation Setup* window, go to *File* and select *Advanced Settings*. This will bring up the *Advanced Settings* window.


Advanced Settings
Advanced Settings
Allow Instructor to go back to a previous slide
Reset Com-Port When Starting Presentation
Ask for confirmation of User ID when not on list.
Use Audio Feedback when using Tablet Keys
Advanced Hardware Settings
Don't require 'Send' on single key answers
Disable 'Change UserID' menu during Login
Disable 'Change SessionID' menu during Login
Disable 'Change UserID' menu during active Session
Disable 'Change SessionID' menu during active Session
Do not show what key was pressed on Q2's
Turn off remotes on presentation end
Show score on Remote in SelfPaced Mode
OK
Cancel

Advanced Settings

- ***Allow Instructor to go back to a previous slide***--allows the Q5RF Instructor Remote

and Q7RF Tablet to move back to a previous slide.

- ***Reset Com-Port When Starting Presentation***--this option is checked by default to ensure the host activates when presentation begins.
- ***Ask for confirmation of User ID when not on list***--the remote will prompt the participant for the user ID again, if the participant is not in the participant list that is loaded.

Advanced Hardware Settings

- ***Don't require "Send" on single key answers***--the remote will automatically send the answer once it has been entered.
- ***Disable "Change UserID" menu during Login***--hides the *User ID* option from the menu.
- ***Disable "Change SessionID" menu during Login***--hides the S*ession ID* option from the menu.
- ***Disable "Change UserID" menu during active Session***--hides the *User ID* option from the menu during presentation.
- ***Disable "Change SessionID" menu during active Session***--hides the *Session ID* option from the menu during presentation.
- ***Do not show what key was pressed on Q2's***--does not show on the display which key was pressed.
- ***Turn off remotes on presentation end***--automatically turns off the Q2RF and Q4RF remotes when a presentation ends.
- ***Show score on Remote in SelfPaced Mode***--enables final score to display on screen after completing an answer key.

6.1.2 Presentation Features

Qwizdom Toolbar

There are many ways to customize your Qwizdom presentations. Right-click on the Qwizdom Toolbar to view options menu.

Buzz-In Box/Participant Counter

The Buzz-In Box displays the percentage of participants who have answered.

During a presentation:

1. Right-click the *Qwizdom Toolbar* and go *View/Buzz-in Box.*
2. Click the *Buzz-In Box* to change the indicator view from percentage to fraction.

Answer Grid

The *Answer Grid* indicates participant response by corresponding remote ID numbers.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

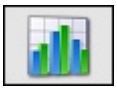
To Show/Hide the *Answer Grid*.

1. Right-click the *Qwizdom Toolbar* and go *View/Answer Grid*.
2. Right-click Answer Grid to change display settings, including size, number of columns, placement, etc.

Qwizdom Tools

Includes three presentation tools including , the *Response Graph*, *Pick, Re-pose,* and *Game/Show*. Use when presenting activities without the Q5RF Instructors Remote or the Q7RF Presenter Tablet.

Response Graph

1. Click the  *Response Graph* button.
2. The *Response Graph* appears.
3. Click the available chart(s) to view the results.
4. Double-click the title bar of the window to display the graph in full screen.

Picking Participants

1. Click the *Pick* button to randomly call upon a participant.
2. The participant's name appears on screen.
3. Click the *Pick* button again to remove the name.

Re-posing a Question

Re-posing is used to ask a question again and/or when you accidentally skip a slide that needs to be answered. Reposing the question overwrites the previous responses if any are recorded.

1. Click the *Re-pose* button to ask the question on the slide again.

Game/Show

Shows game animation.

1. Click the *Game* button to view game windows, including scores, animations, etc.

Automatically Show Correct Answer on Chart

Displays a fraction and percentage of correct answers. For example: Correct

Answer(s)10/12 83%.

1. Right-click the *Qwizdom Toolbar* and select *Setting.*
2. Under the *Display* tab, select *Automatically Show Correct Answer on Chart*

Timer

You can set the timer two ways; use the time from each slide or apply a new time during the presentation.

To set a new time to the presentation:

1. Right-click the *Qwizdom Toolbar* and select *Setting.*
2. Under the *Display* tab, select *Use Global Timer Value of---* from the Timer drop-down menu.
3. Enter the number of seconds.
4. Click *OK* to close presentation options and apply changes.

To quickly view or hide Timer, right-click the Qwizdom Toolbar and go View/Timer.

Points

You can set the point value two ways; use the point value from each slide or apply a new point value to all the questions in the presentation. When you create a slide, you enter the number of points the correct response will be awarded. Go to ***Slides*** for more information.

To apply a new point value to all the questions in the presentation:

1. Check the *Override Point Value with Global Point value of --- points* option.
2. Enter the number of points.
3. Click *OK* to present the presentation with the newly set point value.

Right/Wrong Feedback

This allows participants to see if their response is right or wrong.

1. Check the "*Send Right/Wrong Feedback to Remotes after answering"* box in the *General* tab of the *Presentation Setup* window.

Feedback appears on the LCD screen of the participant's remote during presentation. A *check mark* will indicate a correct response, an *X* will indicate an incorrect response. If the feedback is disabled, a *check mark* and *X* appears on the LCD screen indicating that a response was received.

6.1.3 Presentation Settings

Presentation settings can be saved and loaded (onto the same computer or another computer) into the *Presentation Setup* window of *Actionpoint*, *Answer Key*, and *Question Bar* applications.

Saving Presentation Settings

1. In the *Presentation Setup* window, select the options you would like during presentation.
2. Go to the *File* menu and select *Save Settings*. The *Save As* window appears.
3. Enter the name for the selected settings.
4. Click *Save*. The settings will save as a *.CFG* file in the location you selected.

Loading Presentation Settings

1. In the *Presentation Setup* window, go to the *File* menu.
2. Select *Load Presentation Settings*. The *Open* window appears.
3. Select the saved settings file (*.CFG*) and click on *Open*.
4. The current settings in the *Presentation Setup* window will change to the settings you selected to load.

6.1.4 Presentation Queue

Presentation queues are only for *Actionpoint* using *PowerPoint®* presentations.

Use Presentation Queue

1. Click the *Present* button. The *Presentation Setup* window appears.
2. Go to the *File* menu and select *Use Presentation Queue*. The *Presentation Queue* window appears.
3. Click *Add*. The window will change to show three fields: *Presentation*, *Participant List*, and *Results*.
4. Click the *Presentation Browse* button. The *Open* window appears.
5. Select the presentation and click *Open*.
6. Click the *Participant List Browse* button. The *Open* window appears.
7. Select the participant list and click *Open*.
8. Click the *Results Browse* button. The *Save As* window appears.
9. Select a location where the results will be saved.
10. Enter a name for the results and click *Save*.
11. Click *Add*. You will be taken back to the *Presentation Queue* window and see the files you just added.
12. Repeat steps 4-12 to add another presentation.
13. When you are finished creating your queue, click *Save Queue*. The *Save As* window appears.
14. Select a location where you would like to save the queue.
15. Enter a name for the queue and click on *Save*.
16. Click *OK*. You will be taken back to the *Presentation Setup* window.
17. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.

18. Click the *Saved Results* drop-down arrow and select how you would like to save the results.
19. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
20. Click *OK* and the queue will start.
21. When the first presentation is complete, exit presentation mode.
22. The results will save as a *.QRX* file in the selected location with a designated name.
23. The second presentation will begin, on its own, in a few moments.

This process will repeat depending on how many presentations are set in the queue. Results will be generated after each presentation is closed upon completion.

Loading a Saved Presentation Queue

1. Click the *Present* button. The *Presentation Setup* window appears.
2. Go to the *File* menu and select *Use Presentation Queue*. The *Presentation Queue* window appears.
3. Click *Load Queue*. The *Open* window appears.
4. Select the queue you want to use and click *Open*. The files will appear in the *Presentation Queue* window.
5. Click *OK* and you will be taken back to the *Presentation Setup* window.

6.1.5 Using Remotes in Presentation

Q5RF Instructor Remote Tips

- The Q5RF Instructor Remote will display *Ready* or *Last Key*.
- Since the Q5RF Instructor Remote is not applicable during answer keys, the LCD screen will display *Access Denied*.
- Press the / key on the Q5RF Instructor Remote to display the response graph.
- Press the / key on the Q5RF Instructor Remote to close the response graph.
- Press the 0 key on the Q5RF Instructor Remote to display the graph on the instructor's LCD.
- Press the Pick (.) key on the Q5RF Instructor Remote to randomly call upon a participant during presentation.
- Press the *1* (*A*) key on the Q5RF Instructor Remote to go to the next question in Fast Track/Mars Mission games.

- Press the *Show* (7) key on the Q5RF Instructor Remote to show current scores of participants/group during game mode.

- Press the *New Q* (-) key to pose a spontaneous question. A list of question types will appear on the LCD. Use the up/down arrows on the thumb pad to navigate through the question types. Press the *Send* key to select the question type. Select the correct answer and press Send; if the answer is survey only, press the *Send* key without selecting an answer.

- Press the *?* key to display the list of participants who have requested help.

- Press the circle key, in the thumb pad, to close out of the presentation (must be on last slide), play the *PowerPoint*® animation and schemes (if any were applied), move to the next slide, or display/hide the correct answer on response graph.

Participant Remote Tips

- *Qwizdom* will be displayed on the Q4RF and Q5RF remotes when a lesson (non-question) slide is in view.

- For Q4RF and Q5RF remotes, participants will either see answer choices or a blank screen (depending on question type) on their remote during a question slide. For Q2RF remotes, participants will see a blank screen with a battery icon.

- To request help on the Q4RF and Q5RF remotes, press the *Menu* key to select *Help* and press *Send*. For Q2RF remotes, press the *Help* (Hand) key.

- To change the Session ID on the Q4RF remote, press the *Menu* key and use the right arrow to scroll through the menu options. When you see *Sess. ID*, press the *Send* key to select it. An existing Session ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter the new Session ID. Press the *Send* key to confirm.

- To change the Session ID on the Q5RF remote, press the *Menu* key when the remote displays *No Host Found*. Use the thumb pad to navigate through the menu options and press the *Send* key to select *Enter Session ID*.

- To change the Session ID on the Q2RF remote, when the remote is on, wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see *--S* on the display, enter the Session ID and press the *Send* key to confirm.

- To change the user ID on the Q4RF remote, press the *Menu* key and use the right arrow key to scroll to *User ID*. An existing user ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter a user ID. Press the *Send* key to

confirm.

- To change the Session ID on the Q6RF remote, press the *Menu* key, scroll to *Enter Session ID,* press the (↵) menu select key, reenter the Session ID, and press the *Search Again* key.

- The LCD screen on the participant remotes may read *Push Key, Inactive*, or *Not Active,* press the *Send* (double arrows) key to "wake up" the remote. If the remote still displays *Not Active*, re-enter the Session ID.

- If the Q4RF displays *No Net*; or the Q5RF remote displays *Host not found*; or the Q2RF remote displays - - - and turns off, re-enter the Session ID.

- If the Q4RF remote displays *Denied,* or the Q5RF remote displays *Access Denied*, or the Q6RF displays *Session ID Login Denied,* or the Q2RF remote displays *--U*, the Participant ID is incorrect, or the Remote ID attempting to participate isn't in the participant list that was loaded. Reenter the Participant ID, and check to make sure that Remote ID is in the participant list.

Below are the procedures on how to respond for each question type during presentation for Q2RF, Q4RF, and Q5RF remotes:

- **True/False**-press *T* or *F* key and then press the *Send* key.

- **Yes/No**-press *Y* or *N* key and than press the *Send* key.

- **Multiple Choice**-press *A, B, C, D, E,* or *F* and then press the *Send* key.

- **Multiple Mark**-select multiple letter choices and than press the *Send* key.

- **Numeric**-enter the numbers and than press the *Send* key.

- **Sequence**-enter the numbers in the correct order and press the *Send* key.

- **Short Text Response**; for *Q5* remotes only. The alphabet menu will automatically appear when this question type is displayed. Use the arrows on the thumb pad to navigate through the letters, using the Circle key to select the letter(s). Press the *Send* key to confirm your answer.

Below are the procedures on how to respond for each question type during presentation for Q6RF remotes:

- **True/False**-use down arrow to scroll to *T* or *F* and then press the *Send* key.
- **Yes/No**-use down arrow to scroll to *Y* or *N* and then press the *Send* key.
- **Multiple Choice**-use down arrow to scroll to *A, B, C, D, E,* or *F* and then press the *Send* key.
- **Multiple Mark**-use down arrow to scroll to answer choice, click the (↵) *Menu Select* key to select multiple answer choices, and then press the *Send* key.
- **Numeric**-enter the numeric answer and then press the *Send* key.
- **Sequence**-enter the numbers in the correct order and then press the *Send* key.
- **Short Text Response**-enter in the appropriate answer and then press the *Send* key.
- **Text Response**-enter in the sentence/s answer and then press the *Send* key.
- **Text Edit**-use directional arrows to scroll to the text that needs editing, press *Delete* to remove incorrect character/s, enter correction, and press the *Send* key when finished.
- **Equation**-enter the numeric answer (add special characters by pressing the *Sym* button) and then press the *Send* key.

6.1.6 Games

Actionpoint and *Connect* both offer the *Qwizdom* games.

There are different ways in displaying the game animations during presentation:

Actionpoint

- Using computer mouse--in the *Presentation Setup* window, click the *Display* tab and check *Show Function toolbar*. There will be a *Game* button in the function toolbar to display the game animations.
- Tablet--press the *Show* icon.
- Q5RF Instructor--press the 7 key.

Connect

- Using computer mouse--click the right arrow in the *Presentation* toolbar to advance to the next slide.
- Tablet--press the *Show* icon or advance to the next slide.
- Q5RF Instructor--press the right arrow key.

Baseball

Two teams are needed to play *Baseball*, which the program will automatically group by remote numbers: odd number remotes vs. even number remotes. The outcome of the game depends on the number of correct responses of each team for each question.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Baseball*.
6. Select the options you would like available during presentation in the *General*, *Login*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. The *Baseball* setup window will display the odd and even remote numbers in their respective teams.
9. A batter will appear, followed by a question slide.
10. Participants will send in their responses.
11. The outcome of each play is determined by the number of responses from each team. The game will go in favor of the team with the most correct responses in the least amount of time.
12. The winning team will be displayed when all questions have been answered or when the game has been manually ended.

Fast Track

Fast Track is a race car game in which points are rewarded based on the response time of each remote.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Fast Track*.
6. Select the options you would like available during presentation in the *General*, *Login*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. A question slide will appear.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has been manually ended.

Mars Mission

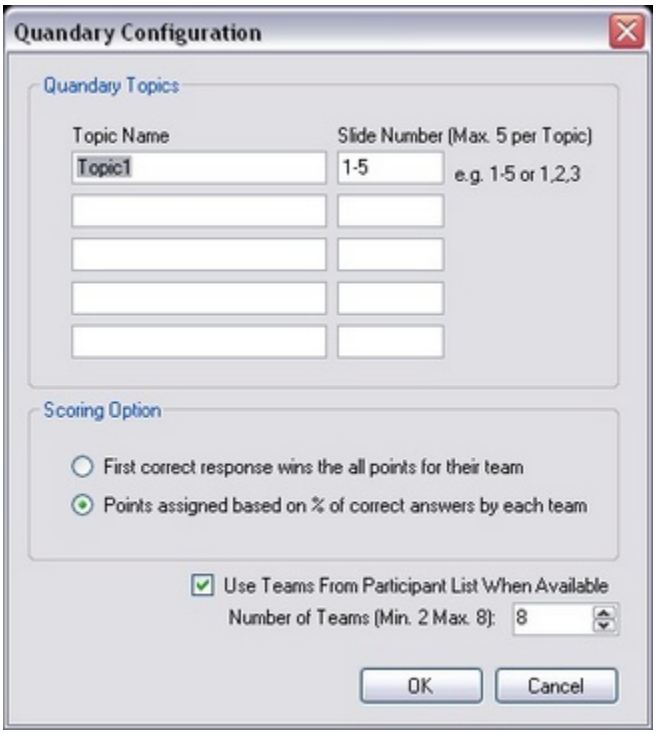
Mars Mission is a space ship game in which points are rewarded based on the response time of each remote.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Mars Mission*.
6. Select the options you would like available during presentation in the *General*, *Login*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. A question slide will appear.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has been manually ended.

Quandary

Quandary is a Jeopardy-like game where users select various dollar amount questions from a game board. 25 slides (questions) are recommended in order to fill the game board.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Quandary*.
6. Select the options you would like available during presentation in the *General*, *Login*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *Settings*. The *Quandary Configuration* window appears. *Quandary Configuration* is where the game options are set up for presentation.



8. Enter the name of each topic. Each topic represents a category of questions.
9. Enter the slide numbers related to the particular topic. Each slide represents a different dollar amount in each category (starting from 100 to 500).
10. Select the scoring option for the game.
11. You can use pre-existing groups (created in the *Participants* tab) or have the game create temporary groups (which the program will assign) for the current presentation.
12. Click *OK*. You will be taken back to the *Presentation Setup* window.
13. Click *OK* to start the presentation.
14. The *Team Members* screen appears displaying remote numbers in each group.
15. Press or click *1 Categories* to start the game.
16. The game board will display with the categories and dollar amounts.
17. Select a dollar amount from a category. A question slide will appear.
18. Participants will use the remotes to send in their responses.
19. Team points are based on the number of correct responses from each team member. Individual scores are based on how fast the user was able to send in the correct answer because the first remote to send in the correct answer receives all the points for that question.
20. The winning team will be displayed when all questions have been answered or when the game has been manually ended. The individual winner can be determined in the Player Scores screen.

6.2 Response Graph

During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph.

Public Response Graph using the Q7RF Tablet

1. Press the *Public Graph* icon on the Q7RF Tablet.
2. The response graph will appear on the computer screen.
3. Press the *Public Graph* icon on the Q7RF Tablet again to close the response graph.

If you have a graph displayed, either on the Q7RF Tablet or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Private Response Graph using the Q7RF Tablet

1. Press the *Private Graph* icon on the Q7RF Tablet.
2. The response graph will display on the Q7RF Tablet's LCD.
3. Press the *Private Graph* icon on the Q7RF Tablet again to close the response graph.

Public Response Graph using the Q5RF Instructor Remote

1. Press the **/** key on the Q5RF Instructor Remote.
2. The response graph will appear on screen for the participants to view.
3. Press the right/left arrows to view a different graph of the results.
4. Press the **/** key again to remove the response graph.

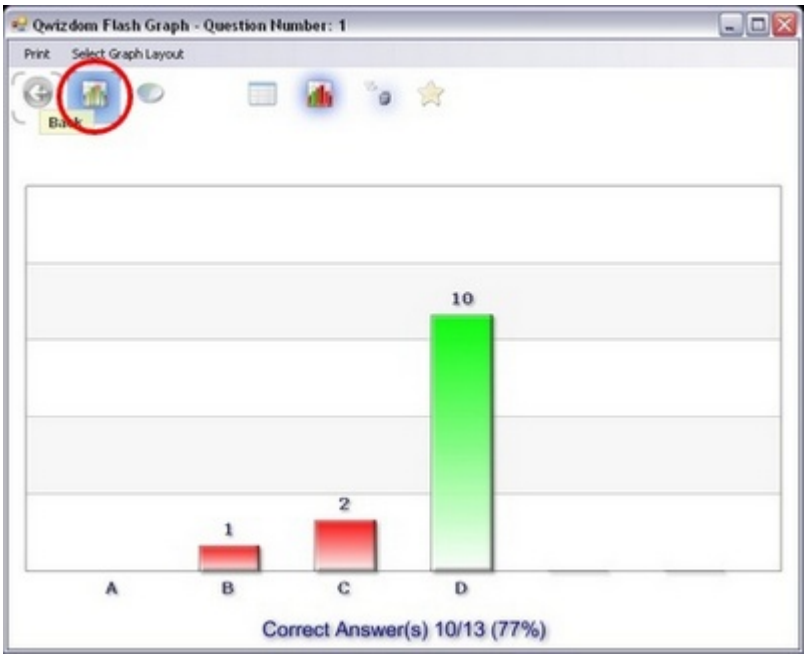
If you have a graph displayed, either on the Q5RF Instructor Remote or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Private Response Graph using the Q5RF Instructor Remote

1. Press the *0* key on the Q5RF Instructor Remote.
2. A bar chart showing the number of responses will display on the Q5RF Instructor Remote's LCD screen.
3. Press the *0* key again to remove the graph.

Bar Chart

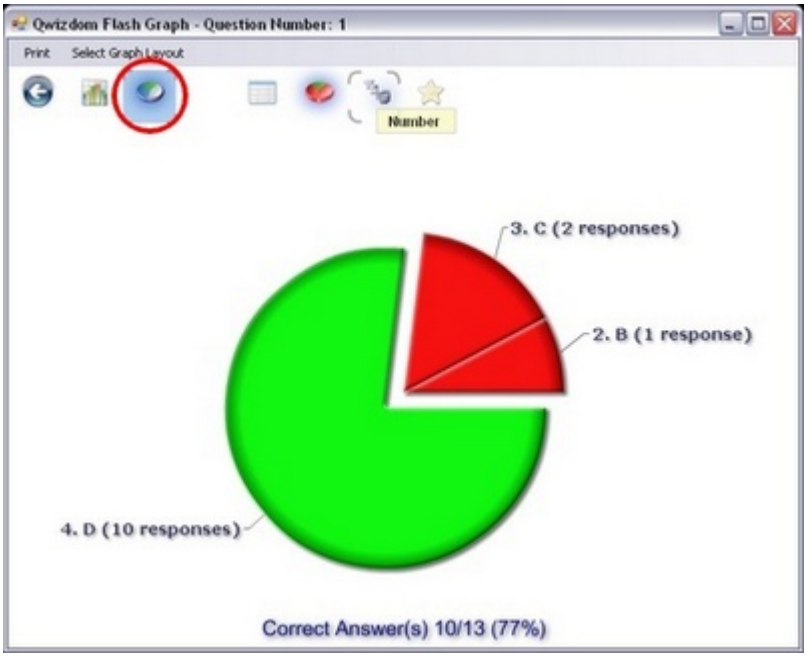
Displays results as a bar chart. Click or press the Bar Chart to change the bars from horizontal to vertical.



Press the circle key to show bars horizontally or vertically.

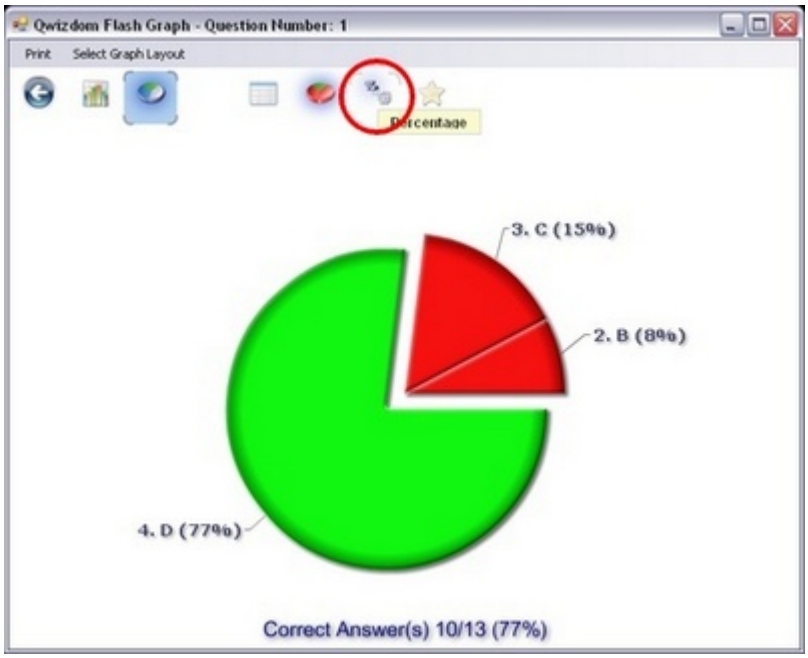
Pie Chart Displaying Correct Answer with Number of Responses

Displays results as a pie chart with numbers and the correct response. Click on actual pie chart to show results as whole or in sections.



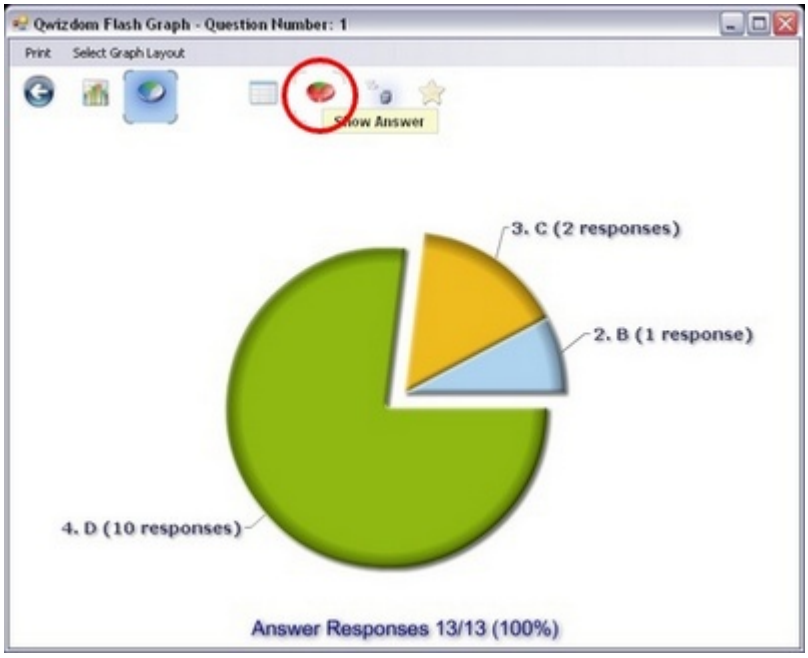
Pie Chart Displaying Correct Answer with Percentages

Displays results as a pie chart with percentages and the correct response. Click on actual pie chart to show results as whole or in sections.



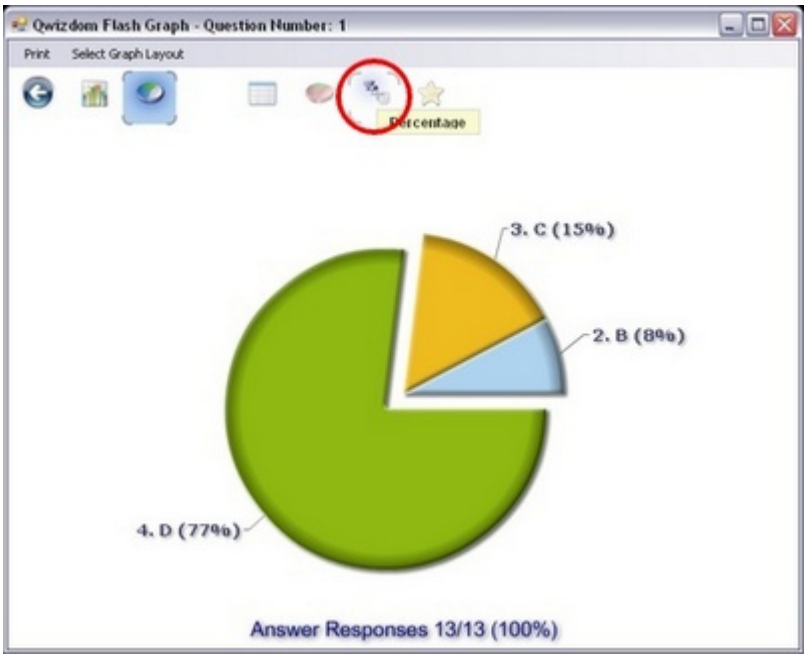
Pie Chart Displaying Number of Responses

Displays results as a pie chart with numbers. Click on actual pie chart to show results as whole or in sections.



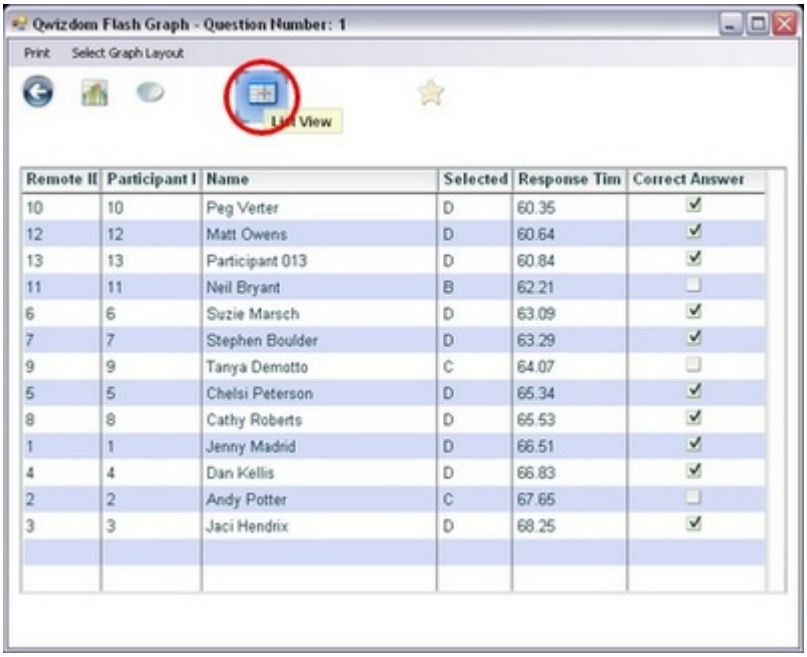
Pie Chart Displaying Percentage of Responses

Displays results as a pie chart with percentages. Click on actual pie chart to show results as whole or in sections.



List View Chart

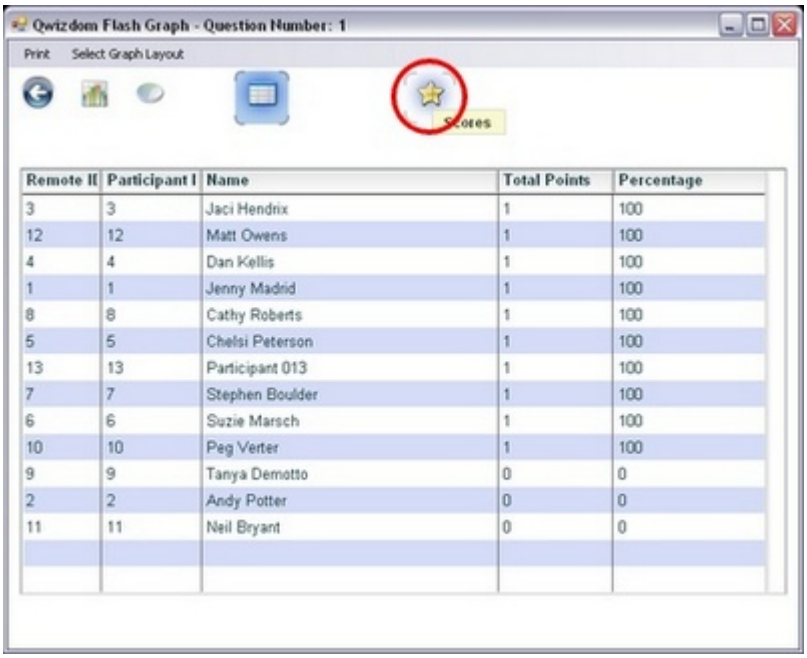
Displays results in the order it was received by Remote ID, Participant ID, Participant Name, their response, how long it took for the response to be received, and if their response was correct.



Remote II	Participant I	Name	Selected	Response Tim	Correct Answer
10	10	Peg Verter	D	60.35	☑
12	12	Matt Owens	D	60.64	☑
13	13	Participant 013	D	60.84	☑
11	11	Neil Bryant	B	62.21	☐
6	6	Suzie Marsch	D	63.09	☑
7	7	Stephen Boulder	D	63.29	☑
9	9	Tanya Demotto	C	64.07	☐
5	5	Chelsi Peterson	D	65.34	☑
8	8	Cathy Roberts	D	65.53	☑
1	1	Jenny Madrid	D	66.51	☑
4	4	Dan Kellis	D	66.83	☑
2	2	Andy Potter	C	67.65	☐
3	3	Jaci Hendrix	D	68.25	☑

Scores Chart

Displays results by Remote ID, Participant ID, Participant Name, points, and their current percentage (which is accumulative) for the presentation.



Remote Id	Participant I	Name	Total Points	Percentage
3	3	Jaci Hendrix	1	100
12	12	Matt Owens	1	100
4	4	Dan Kellis	1	100
1	1	Jenny Madrid	1	100
8	8	Cathy Roberts	1	100
5	5	Chelsi Peterson	1	100
13	13	Participant 013	1	100
7	7	Stephen Boulder	1	100
6	6	Suzie Marsch	1	100
10	10	Peg Verter	1	100
9	9	Tanya Demotto	0	0
2	2	Andy Potter	0	0
11	11	Neil Bryant	0	0

Private Response Graph

1. Press the *0* key on the Q5RF Instructor Remote.
2. A bar chart showing the number of responses will display on the Q5RF Instructor Remote's LCD screen.
3. Press the *0* key again to remove the graph.

6.3 Remote Login

Logging in with IDs allows participants to use any remote. If you use Participant IDs from a participant list, the ID will link the remote to the participant's information in the list.

To have participants log in, they must have a Participant ID. Participant IDs are set up when creating participant lists. (Go to ***Participant Lists*** for more information). Each participant should have a unique ID assigned to their name.

- Participant IDs can only be numeric.
- The maximum number of digits allowed for IDs using the Q2RF remotes is 8.
- The maximum number of digits allowed for IDs using the Q4RF remotes is 9.
- The maximum number of digits allowed for IDs using the Q5RF remotes is 8.
- IDs cannot be used for more than one participant (IDs cannot be duplicated).

1. Open a *PowerPoint*® presentation or create one to present.
2. Click the *Present* button. The *Presentation Setup* window will appear.
3. Select a participant list from the *Participant List* drop-down menu.
4. Click the *Login* tab.
5. Check the *Require Login by ID* option.

6. Checking the *Show Login Screen* is optional.
7. Select all other preferred options and click *OK* to present. The presentation will begin.
8. The Q4RF and Q5RF remotes will display *User ID*. The Q2RF remotes will display *--U*.
9. Participants will enter their ID and press the *Send* key.
10. Once everyone has logged in, begin the presentation.

You can start the presentation as participants log in. Participants who are late can log in later if you have not set a timer to deny log in.

Login Timer

You can deny login after a certain amount of time by setting the time under the *Login* tab.

1. Check the *Deny Login After --- Minutes* option.
2. Enter the number of minutes that participants have to log in.

For example, you have selected to deny log in after 5 minutes. After 5 minutes have passed, participants who try to log in will be denied.

Logging in with Participant IDs

Participant IDs can only be numeric.

1. Click the *Present* button. The *Presentation Setup* window will appear.
2. Click the *Login* tab.
3. Select *Require Login by ID*.
4. Select the participant list and any other options you want to apply to the presentation.
5. Click *OK* to begin the presentation.
6. The Q4RF and Q5RF remotes will display *User ID*. The Q2RF remotes will display *--U*.
7. Enter the Participant ID and press the *Send* key.
8. If the Q4RF remote displays *Denied,* or the Q5RF remote displays *Access Denied,* or the Q2RF remote displays *--U*, then the Participant ID may have been entered incorrectly.
    - For Q2RF remotes, press the *Hand* key, re-enter the Participant ID, and press the *Join* key.
    - For Q4RF remotes, press the *Menu* key, use the right arrow to scroll to *User ID*, and press the *Send* (double arrows) key to select it. Re-enter the Participant ID and press the *Send* (double arrows) key.
    - For Q5RF remotes, press the *C* (clear) key, re-enter the Participant ID, and press the *Send* (double arrows) key.

The Participant IDs will be remembered for the session until another participant list is selected.

6.4 Saving Results

All results are saved as an *.QRX* file but can be converted into a *.CSV* (Comma Separated Values) file.

Manual Save

1. Click the *Present* button. The *Presentation Setup* window will appear.
2. Select *Browse for Save Location*.
3. Click *Browse*. The *Save As* window appears.
4. Select a location in which to save the results.
5. Enter the name with which you want the results to be saved.
6. Click *Save*. The file name and location will appear in the *Save Results* field.
7. The results will save in the selected location.

Auto-save

1. Click the *Present* button. The *Presentation Setup* window will appear.
2. Select *Auto Save as 'Filename + List + Date.'*
3. The *Browse for Folder* window appears.
4. Select the location and click *OK*.
5. The file name will contain the location, name of the participant list, date, and time under the *Save Results* field.
6. The results will save when the presentation is complete.

Auto-Save to Results Manager

You must be logged into *Qwizdom Online* to access this feature.

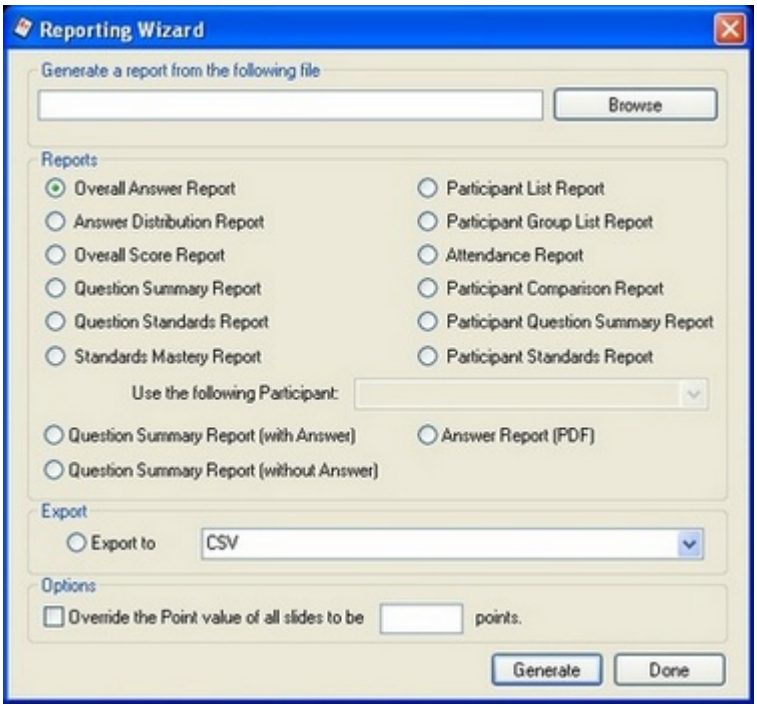
1. Click the *Present* button. The *Presentation Setup* window will appear.
2. Select *Auto Save to Results Manager*.
3. The results will save in the Results/Reports window when the presentation is complete.

7 Chapter 5

7.1 Reports

You can generate reports* using existing saved results.

**Registered version of Microsoft Excel® is required to generate reports.*



1. Click the *Reports* button. The *Reporting Wizard* window will appear.
2. Click *Browse* to search for the file for which you want to generate a report. The *Open* window will appear.
3. The file type will be *.QRX*. Search for the file and select it.
4. Click *Open*.
5. Select the type of report you want to generate and click *OK*. The report will be generated as a *.PDF*.
6. Save the report by selecting the option to save it as *.PDF* or *.XLS*.

Report Features

- ***Overall Answer Report***--displays participant information, bar chart, question responses, correct answer and score
- ***Answer Distribution Report***--displays total percentage of responses for each question with correct answer and bar chart
- ***Overall Score Report***--displays participant information with various point totals and scores
- ***Question Summary Report***--displays bar chart next to each question
- ***Question Standards Report***--displays the standards that are linked to the questions (activity)
- ***Standards Mastery Report***--displays percentage of performance in meeting each standard in the activity
- ***Question Summary (with Answer)***--Flash-based report displays each question slide with response charts, marking the correct answer in green.
- ***Question Summary (without Answer)***--Flash-based report displays each question slide with response charts.

- ***Participant List Report***--displays participant information
- ***Participant Group List Report***--displays participant group information
- ***Attendance Report***--displays participant information with their remote login time, number of questions answered and total questions.
- ***Participant Comparison Report***--displays an individual participant's results of an activity
- ***Participant Question Summary Report***--displays an individual participant's results with bar chart next to each question
- ***Participant Standards Report***--displays how the individual participant met each standard in the activity
- ***Answer Report (Flash)***--displays each question slide with the user's response and the correct answer.

Export:

- ***Convert to .CSV***--convert *.QRX* file to *.CSV*.
- ***Gradespeed***--saves *.QRX* file to *.CSV* displaying only Participant ID and points

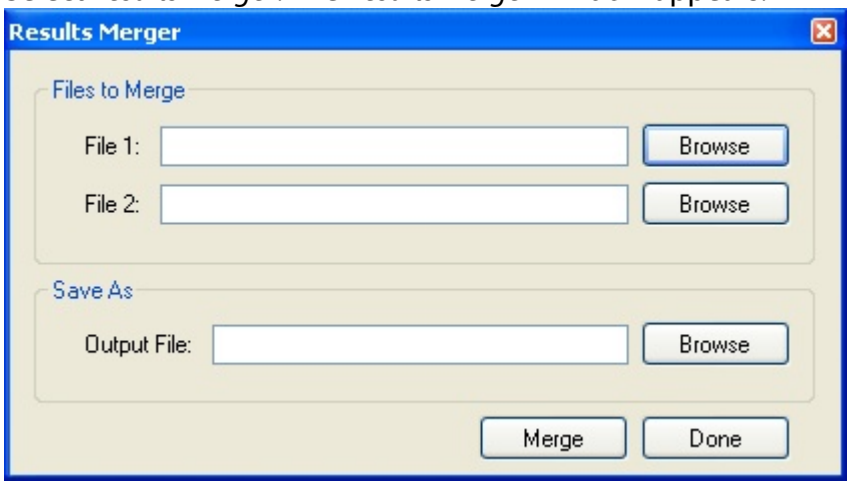
Options:

- ***Override the Point value of all slides to be --- points***-overrides point value that was awarded during presentation.

7.1.1 Merging Results

Two separate result files generated from the same activity and participant list can be merged to create one results file.

1. Right-click *Qwizdom Tools.*
2. Select *Utilities.*
3. Select *Results Merger*. The *Results Merger* window appears.



4. In the *Files to Merge* area, click *Browse* for File 1.
5. Select the *.QRX* results for File 1.

6. Then click *Browse* for File 2.
7. Select the *.QRX* results for File 2 you want to merge with File 1.
8. In the *Save As* area, click *Browse*. The *Save As* window appears.
9. Select a location for the results to save and enter a name.
10. Click *Merge*. The two files will merge into one and save in the location that was selected with the new name. When it is done, a prompt will appear stating the merge is complete.
11. Click *Done* to exit the *Merge Results* window.

8 Chapter 6

8.1 Answer Key

Grade existing class worksheets, paper-based tests, and textbook material in the *Answer Key Mode*.

Creating an Answer Key

1. Go to the *Programs* menu and select *Answer Key*. The *Answer Key Maker* window appears.
2. Click the *Insert a Question* button.
3. Click on the *Type* field and select a question type.
4. Click on the *Answer* field to set correct answer and advanced grading options (if applicable).
5. Set the number of points.
6. Click the *Insert a Question* button and repeat steps 3-5.

If you delete a question or if the numbering is not in sequential order, go to the *Tools* menu to select *Renumber Questions* to correct.

7. When the answer key is complete, click the *Save* button. The *Save As* window opens.
8. Select the location the answer key will be saved and enter a name.
9. Click *Save* when done. The answer key will save as a *.QAK* file.
4. (Optional) For easy organization, moveAnswer into you Content Tree. Click on the *Content* tab. Locate the Answer Key file and drag and drop it into the Content Tree.
5. To create another answer key. Click the *New Answer Key* button.

Presenting an Answer Key

1. Click the *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click *Open*.

3. The answer key appears.
4. Click the *Present* button.
5. The *Presentation Setup* window appears.
6. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
7. Click the *Save Results* drop-down arrow and select how you would like to save the results.
8. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
9. Click *OK* to begin the presentation.
10. The *Privacy Screen* appears.

Click the red *X* (within the window) to show a grid of all the participants and their progress.

11. The answer key will load into the remote.
12. When all answer keys have been completed, click

End Session.
13. You will be taken back to the *Answer Key Maker* window.
14. The saved results will save in the location you selected.

Presenting Odd-Numbered Questions

1. Click the *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click *Open*.
3. The answer key appears.
4. Go to the *Edit* menu and select *Select Odd*. Only the odd-numbered questions will be checked.
5. Click the *Present* button.
6. Participants will only answer the odd-numbered questions during their answer key.

Presenting Even-Numbered Questions

1. Click the *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click *Open*.
3. The answer key appears.
4. Go to the *Edit* menu and select *Select Even*. Only the even-numbered questions will be checked.
5. Click the *Present* button.
6. Participants will only answer the even-numbered questions during their answer key.

Presenting Selected Question Numbers

1. Click the *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click *Open*.
3. The answer key appears.
4. Check the question numbers you want to present.
5. Click the *Present* button.
6. Participants will only answer the selected question numbers during their answer key.

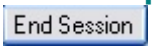
Presenting Multiple Answer Keys

1. Click the *Open* button. The *Open* window appears.
2. Select an answer key and click *Open*.
3. The answer key will open with the *Test Number* (*Activity ID*) in the title bar of the window.
4. Write down the test number (activity ID).
5. Open another answer key and do the same.
6. Click the black arrow to the right of the *Present* button.
7. Select *Present Multiple Answer Keys*.
8. The *Browse for Folder* window appears.
9. Select the location of the answer keys. With multiple answer keys, they must be saved in the same location (*i.e. Desktop, My Documents, etc.*).
10. Click *OK* and the *Presentation Setup* window opens.
11. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
12. Click the *Save Results* drop-down arrow and select how you would like to save the results.
13. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
14. Click *OK* to begin the presentation.
15. The *Privacy Screen* appears.
16. *Activity ID* appears on the participant's remote LCD screen.

An activity ID is the answer key test number. Double-click on the answer key to launch *Answer Key* to view the test number. Write down the test number for each answer key for participants to enter.

17. Enter the test number (activity ID) of the answer key into the remote and press the *Send* key.
18. The answer key will load into the remote.

Click the red *X* to show a grid of all the participants and their progress.

19. When all answer keys have been completed, click 

End Session.
20. You will be taken back to the *Answer Key Maker* window.
21. The saved results will save in the location you selected.

Generating a Report for an Answer Key

1. Go to the *Tools* menu and select *Reporting*. The *Reporting Wizard* window appears.
2. Click *Browse*. The *Open* window appears.
3. Search for the saved results and select it.
4. Click *Open*.
5. Select a report type.
6. Click *Generate*.
7. *Microsoft Excel®* will open displaying the saved results in report form.

9 Chapter 7

9.1 Survey Bar

Survey Bar (without Instructor Remote)

1. Double-click on the *Survey* icon.
2. The *Presentation Setup* window appears.
3. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
4. Click on the *Saved Results* drop-down field and select how you would like to save the results.
5. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
6. Click on *OK* to begin the presentation.
7. The *Survey Bar* will appear at the top of the screen.
8. Click on *New*.
9. Select the question type from the *Type* drop-down list.
10. Select an answer at this time; or you can select the correct answer when the question has stopped.
11. Click on *Pose*.
12. Participants will send their responses.

The response graph can be displaying during and after the posed question by pressing the / (graph) key on the instructor remote.

13. When time is up or when the question has been answered, click on *Stop*.
14. If you chose to select a correct answer after the question has been posed, select the correct answer now; otherwise, click on *New* to pose a new question.
15. Repeat steps 9 through 13 until the presentation is complete.
16. Click on the *Utilities* button and select *Exit*.
17. The saved results will generate in the location that was designated.

A report for the saved results can be generated using *Actionpoint*, *Survey Bar*, or the *Answer Key Maker*.

Survey Bar (with Instructor Remote)

1. Double-click on the *Survey* icon.
2. The *Presentation Setup* window appears.
3. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
4. Click on the *Saved Results* drop-down field and select how you would like to save the results.
5. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
6. Click on *OK* to begin the presentation.
7. The *Survey Bar* will appear at the top of the screen.
8. Press the *New Q* button on the instructor remote. A list of question types will appear on the LCD.
9. Use the arrows on the thumb pad to scroll through the different question types.
10. Press the *Send* or *Circle* key (in thumb pad) to select the question type.
11. You can select the correct answer and press *Send*; or press *Send* without selecting a correct answer (survey).
12. Participants will send their responses.

The response graph can be displaying during and after the posed question by pressing the / (graph) key on the instructor remote.

13. When time is up or when the question has been answered, press the *New Q* button again to pose another question.
14. Repeat steps 8-11 until the presentation is complete.
15. Click on the *Utilities* button and select *Exit*.
16. The saved results will generate in the location that was designated.

10 Chapter 8

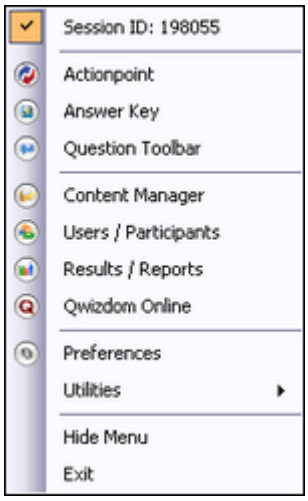
Enter topic text here.

10.1 Qwizdom Tools

Qwizdom Tools are located in the lower-right hand corner of the *Windows Taskbar* (next to the clock). *Qwizdom Tools* is a tray application, set to launch automatically on system startup, allowing shortcuts to areas of the program and users to utilize features on the Tablet without launching other *Qwizdom* software applications like *Qwizdom Connect* or *Qwizdom Actionpoint*.

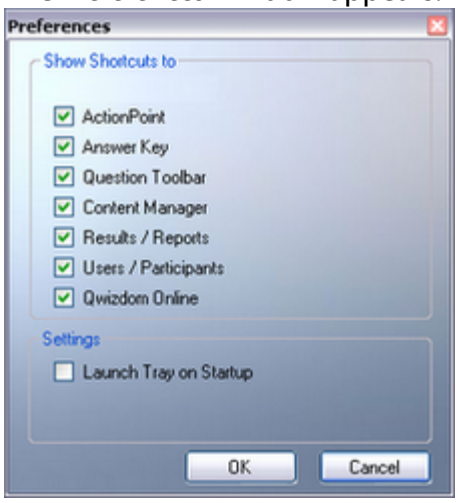
Customizing Qwizdom Tools

1. Right-click *Qwizdom Tools.*

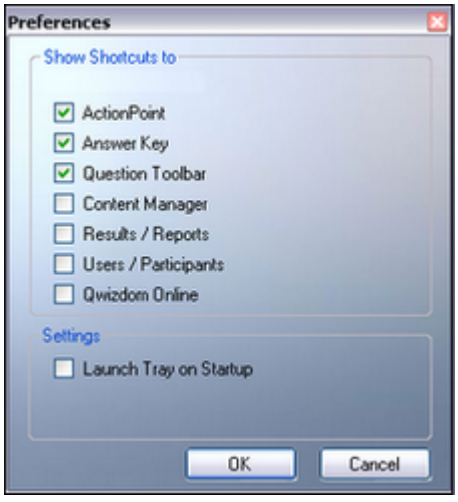


2. Select *Preferences*.

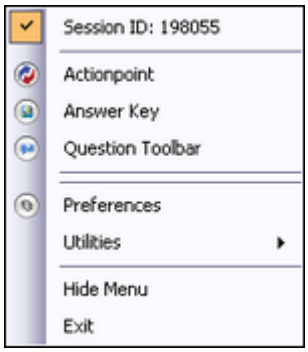
3. The *Preferences* window appears.



4. Select shortcuts you want displayed in the list and deselect shortcuts that you want to remove from the list.



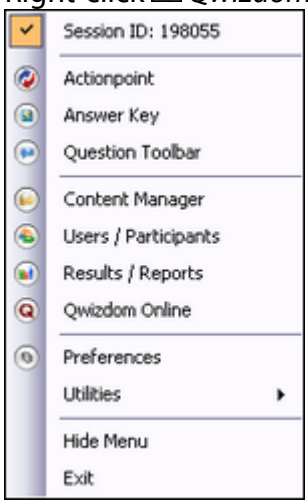
5. Click *OK* when finished.



6. Changes take affect immediately.

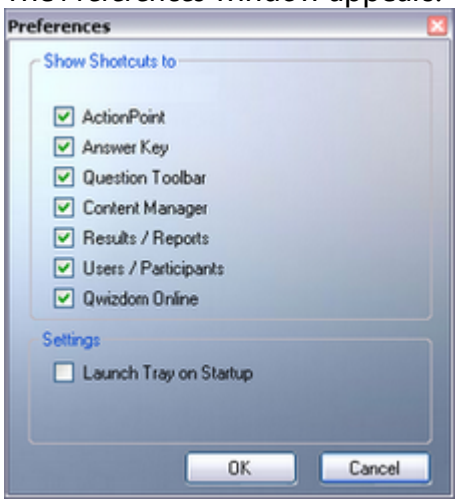
Setting Up Qwizdom Tools

1. Right-click *Qwizdom Tools*.

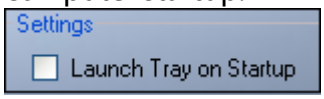


2. Select *Preferences*.

3. The *Preferences* window appears.



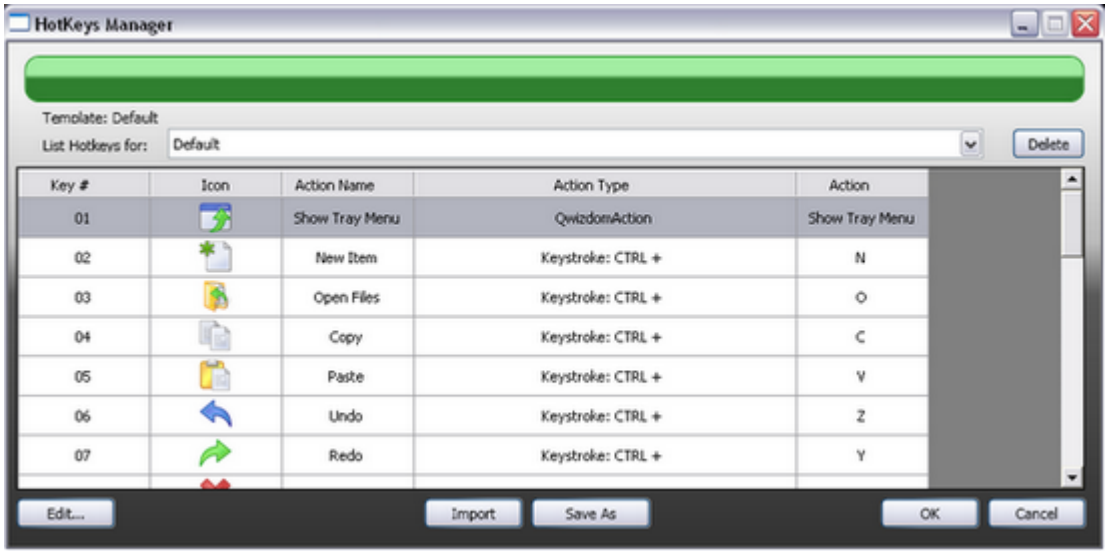
4. Check the "*Launch Tray on Startup*" to automatically start *Qwizdom Tools* on computer startup.



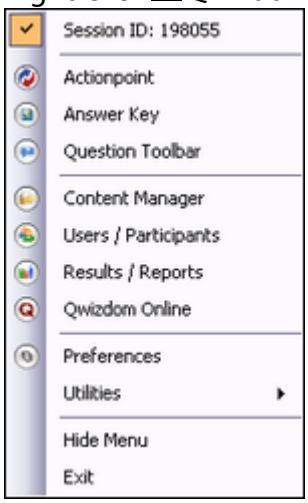
5. Click *OK* when finished.

10.2 Hot-Key Editor

Hot-Key Editor allows you to dedicate actions that are taken specific to the current active application. The Hot-Key Editor controls the default commands for the soft-keys on the Tablet, allowing users to customize some of the default commands and set up alternate commands that are automatically used with other applications.

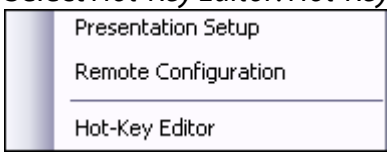


1. Right-click *Qwizdom Tools*.



2. Select *Utilities*.

3. Select *Hot-Key Editor*. *Hot-Key Manager* opens.



List of Actions

These are the actions that can be set for the *HotKey Editor*.

- None
- Open Application
- Open File
- Open Website
- Keystroke
- Keystroke: CTRL +
- Keystroke: ALT +
- Keystroke: CTRL + ALT +
- Keystroke: CTRL + SHIFT +
- Keystroke: ALT + SHIFT +
- Keystroke: CTRL + ALT + SHIFT +

Editing a Key

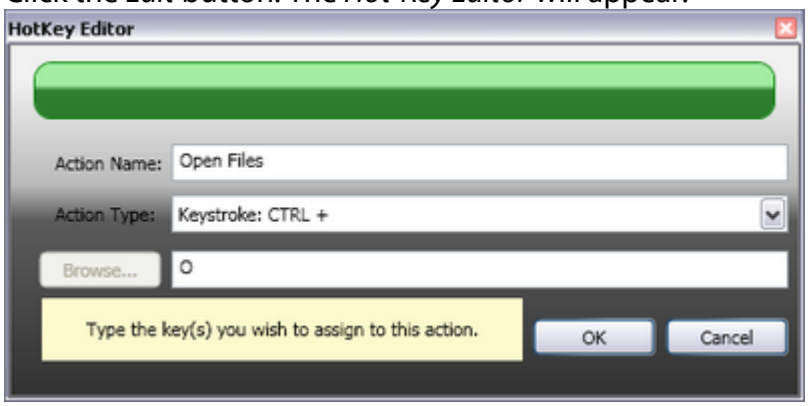
Soft-keys can be customized to perform specific commands.

1. Click the *List Hot-Keys for* drop-down list and select the program you want to edit the keys for:
   - *Default* is *Connect:* keys 2-8, 19
   - *MS PowerPoint* is *Actionpoint:* keys k-13, 16, 19
   - *Add New Application*: when you add an application, it will be keys 2-13, 16, 19, 32-43, 46, 49

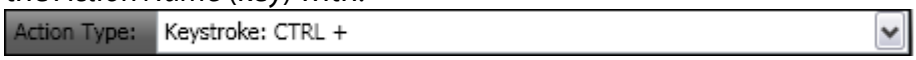
2. Select a key number.

02		New Item	Keystroke: CTRL +	N
03		Open Files	Keystroke: CTRL +	O
04		Copy	Keystroke: CTRL +	C
05		Paste	Keystroke: CTRL +	V
06		Undo	Keystroke: CTRL +	Z

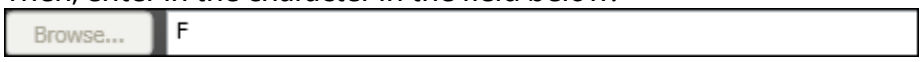
3. Click the *Edit* button. The *Hot-Key Editor* will appear.



4. Click the *Action Type* drop-down list and select the keystroke you want to associate the *Action Name* (key) with.



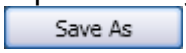
5. Then, enter in the character in the field below.



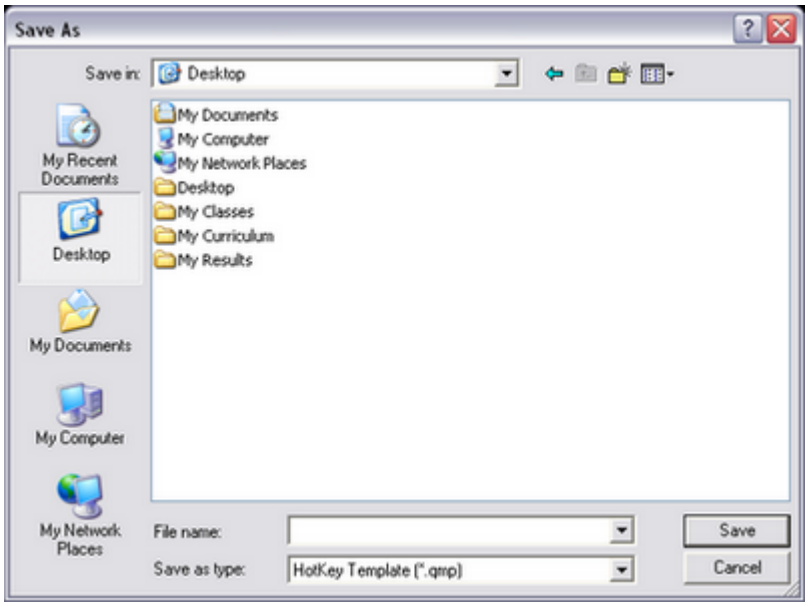
6. Click *OK* to confirm the key assignment.

Exporting (Saving) a Hot-Key Configuration File

You can transfer the *Hot-Key* configuration file to another computer to save time from reconfiguring the open soft-keys on the Tablet.

1. Click the 

Save As button. The *Save As* window appears.



2. Select the save location of the file.
3. Enter the name of the file.

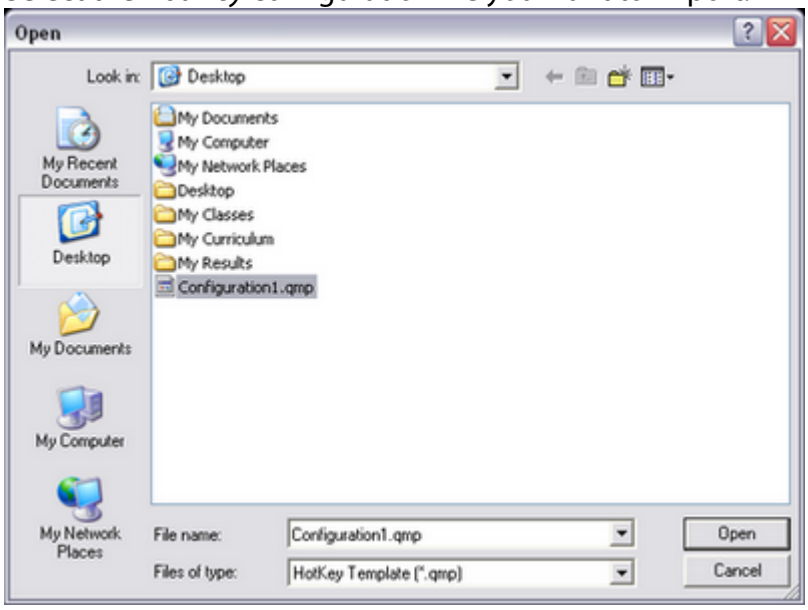
4. Click

Save. The *Hot-Key* configuration file is saved as .QMP.

Importing a Hot-Key Configuration File

1. Click the

Import button. The *Open* window appears.
2. Select the *Hot-Key* configuration file you want to import.



3. Click

Open.
4. The configuration file appears, replacing the currently displayed configuration file in the *Hot-Key Manager* window.

11 Troubleshoot

11.1 Installing USB Drivers

Installing the USB Drivers on Vista for the RF Host

You will need to do this procedure twice (*because there are two drivers*). You can download the drivers from our *Web site*. Be sure to extract the files before proceeding.

1. Insert the *Qwizdom Connect* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel*.
3. Click *Hardware and Sound*.
4. Click *Device Manager*.
5. Select *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* should be located under *Universal Serial Bus Controllers*, *Ports* and *Unknown* or *Other Devices*.
7. Right-click *Qwizdom RF Host* and select *Update Driver*. The installation wizard will appear.
8. Select *Browse Computer for Software Driver* and click *Next*.
9. Click *Browse*. The *Open* window appears.
10. Select the *USB Drivers* folder.
11. Click *OK* and then *Next*.
12. When it's done installing, click *Close*. Repeat the above steps once more and then restart your computer.

Installing the USB Drivers on Windows XP for the RF Host

You will need to do this procedure twice (*because there are two drivers*). You can download the drivers from our *Web site*. Be sure to extract the files before proceeding.

1. Insert the *Qwizdom Connect* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel* or go to *Settings* and then *Control Panel*.
3. Double-click the *System* icon and click the *Hardware* tab.
4. Click *Device Manager*.
5. Select *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* should be located under *Universal Serial Bus Controllers*, *Ports* and *Unknown* or *Other Devices*.
7. Right-click the *Qwizdom RF Host* and select *Update Driver*. The installation wizard will appear.
8. Select *Install from a list or specific location* and click *Next*.
9. Select *Include this location in search* boxes.
10. Click *Browse*. The *Open* window appears.
11. Select the *USB Drivers* folder.
12. Click *OK* and then *Next*.

13. A prompt will appear that says the drivers have not passed the *Microsoft Windows Update* testing, click *Continue Anyway* and then *Finish*.
14. Repeat the above steps once more and then restart your computer.

11.2 Uninstalling Software and Hardware

Uninstalling Qwizdom Connect

1. Go to *Add/Remove* programs in the *Control Panel*.
2. Search for *Qwizdom Connect* and click *Remove*.
3. The *InstallShield w*izard will appear; follow the instructions.
4. Restart your computer for the changes to take effect.

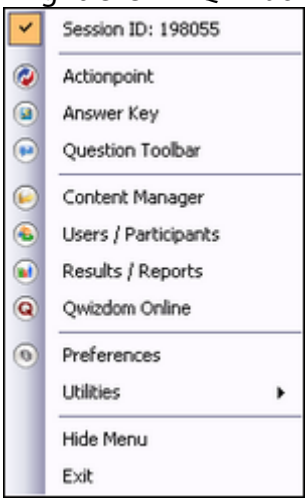
Uninstalling USB Drivers (RF Host)

If the host is still not initializing after following the steps above, then the hardware needs to be completely removed and reinstalled. Follow the steps below.

1. Go to your *Control Panel* from either your *Settings* or *Start* menu.
2. Double-click *System* and click the *Hardware* tab or *Device Manager* tab. If you go to the *Hardware* tab, click *Device Manager* key.
3. Search for the *Qwizdom RF Host* under *Universal Serial Bus Controllers*, *Ports*, and/or *Other* or *Unknown Devices*.
4. Double-click the file and click the *Driver* tab.
5. Select *Uninstall*.
6. Unplug your host after it is uninstalled and go back to the *Control Panel*.
7. Double-click *Add or Remove Programs* and search for *FTDI Universal Serial Converter Drivers*.
8. When you find it, remove the file.

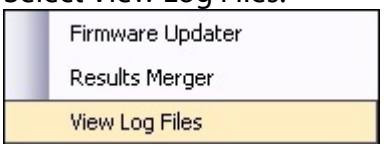
11.3 Retrieving Error Logs

1. Right-click *Qwizdom Tools.*

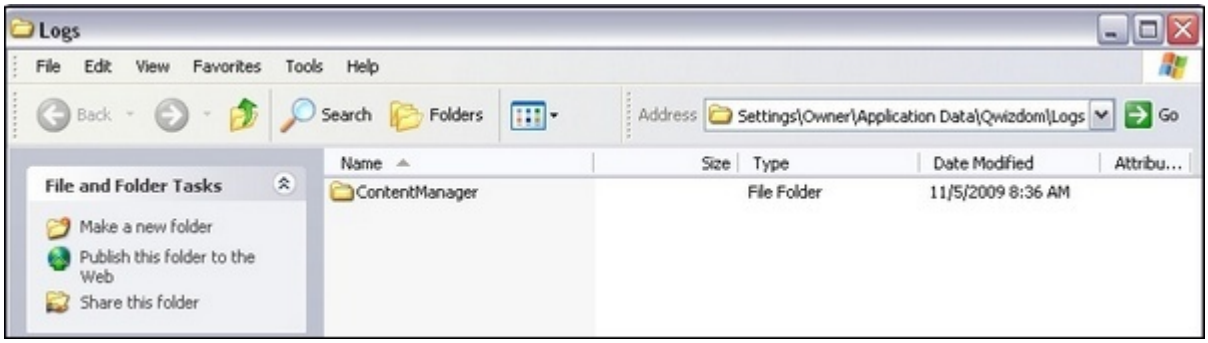


2. Select *Utilities*.

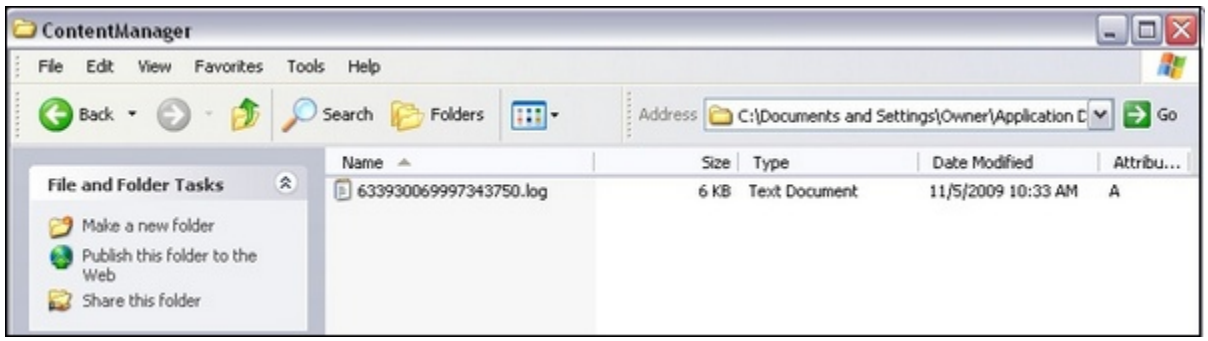
3. Select View Log Files.



4. The location of the error logs will open.



5. Double-click the available folders (number and names of folder will vary).
6. Error logs usually start with the number 6 and is a text file. If and when Qwizdom Technical Support request error logs, this is what needs to be emailed.


ContentManager
File Edit View Favorites Tools Help
Back Search Folders
Address C:\Documents and Settings\Owner\Application D
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
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